

Immediate Resignation Letter for Early Retirement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company's Name], effective immediately. After much consideration, I have decided to take early retirement.

I want to express my deepest gratitude for the opportunities I have had during my time at [Company's Name]. It has been a privilege to work with such a talented team, and I will cherish the memories and experiences I have gained here.

During this transition, I am happy to assist in transferring my responsibilities to ensure a smooth handover. Please let me know how I can help during this period.

Thank you once again for your support and understanding. I wish everyone at [Company's Name] continued success in the future.

Sincerely,

[Your Name]