

Notice of Early Retirement Resignation

[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 early retirement from [Company's Name], effective [Effective Date]. After careful consideration, I have decided that this is the right time for me to transition into retirement.

Working at [Company's Name] has been a rewarding experience, and I am grateful for the opportunities I have had to grow both personally and professionally. I appreciate the support from my colleagues and the leadership throughout my tenure.

I will ensure that my responsibilities are transitioned smoothly and provide assistance in training a successor if needed. Please let me know how I can help during this transition period.

Thank you once again for the support and guidance you have provided me during my time at [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Signature]

[Your Printed Name]