

# Resignation Letter for Early Retirement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name] effective [Last Working Day, typically two weeks from the date above], as I have decided to pursue early retirement.

It has been a pleasure working with you and the team. I am grateful for the opportunities I have had at [Company's Name] and the support provided during my tenure.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities. Please let me know how I can help during this period.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]