

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient'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]. This decision comes as a result of my plans for early retirement.

Working at [Company's Name] has been a rewarding experience, and I am grateful for the opportunities I've had during my tenure. I appreciate the support and encouragement from both you and my colleagues.

During my remaining time, I will ensure a smooth transition by completing my ongoing projects and assisting in the handover process.

Thank you once again for everything. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Name]