

# Resignation Letter

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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After considerable thought, I have decided to retire early to pursue personal interests and spend more time with my family. This decision was not easy, but I believe it is the right step for me at this stage in my life.

I want to express my heartfelt gratitude for the opportunities and experiences I have gained during my time at [Company's Name]. I have enjoyed working with you and the team, and I will cherish the memories we have created together.

I am committed to ensuring a smooth transition and will do everything I can to finalize my responsibilities before my departure.

Thank you once again for your support and understanding. I look forward to staying in touch.

Sincerely,

[Your Name]