

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Job Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

Please accept this letter as formal notification that I will be taking early retirement from my position as [Your Job Title] at [Company Name]. My final day of employment will be [Date].

I have decided that this is the right time for me to move into this next phase of my life. I want to express my gratitude for the opportunities I have had while working with the team over the past [Number] years.

During my remaining time here, I am fully committed to ensuring a smooth transition of my responsibilities. Please let me know how I can best assist in handing over my current projects and training a successor.

I wish the company continued success in the future. I look forward to staying in touch.

Sincerely,

[Your Signature]

[Your Printed Name]