

[Your Name]
[Your Job Title]
[Employee ID Number]
[Date]

[Supervisor's Name]
[Department Name]
[Company Name]

Subject: Request for Voluntary Early Retirement

Dear [Supervisor's Name],

Please accept this letter as formal notification that I am requesting voluntary early retirement from my position as [Your Job Title] at [Company Name]. I would like my retirement to be effective on [Your Last Working Date].

I have decided to take this step after careful consideration of my personal goals and the current early retirement options provided by the company. I am grateful for the opportunities I have had during my [Number] years with the organization and am proud of the work we have accomplished together.

During my final weeks, I am fully committed to ensuring a smooth transition of my responsibilities. Please let me know the necessary steps I need to take regarding human resources paperwork, pension benefits, and the handover of my current projects.

I would appreciate a meeting at your earliest convenience to discuss the details of this request and the next steps in the process.

Thank you for your support and guidance throughout my career here.

Sincerely,

[Your Signature]

[Your Printed Name]