

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name or HR Contact Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Name of Manager or HR Representative],

Please accept this letter as formal notification that I will be taking early retirement from my position as [Your Job Title], effective [Your Last Working Date].

This decision has been made due to ongoing health challenges that prevent me from fulfilling my professional duties to the standard required. After consulting with my medical providers, it has become clear that I must focus entirely on my health and recovery at this time.

I have attached the necessary medical documentation to support my application for medical retirement and to initiate any related disability or pension benefits. Please let me know if any additional forms or information are required from my healthcare providers.

I am committed to making this transition as smooth as possible. During my remaining time, I will assist in handing over my current projects and responsibilities to the appropriate team members.

I would like to thank you for the opportunities I have had while working at [Company Name]. I have truly enjoyed being part of the team and regret that my health prevents me from continuing my career here.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]