

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Dear [Recipient Name/Board of Directors],

I am writing to formally announce my intention to take early retirement from my position as [Job Title] at [Company Name], effective [Last Working Date].

After [Number] years with the organization, I have decided to transition into this next chapter of my life to spend more time with my family and pursue personal interests. It has been a privilege to lead such a talented team and to contribute to the growth and success we have achieved together.

I am committed to ensuring a smooth leadership transition. Over the coming [Weeks/Months], I will work closely with you and the executive team to hand over my current responsibilities and assist in the search or onboarding process for my successor.

I want to express my sincere gratitude for the opportunities I have been given during my tenure. I am proud of the milestones we reached, and I have full confidence in the company's continued success.

Thank you for your understanding and support regarding my decision.

Sincerely,

[Signature]  
[Your Printed Name]  
[Your Contact Information]