

[Your Name]  
[Your Job Title]  
[Date]

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

Dear [Manager's Name],

Please accept this letter as formal notification that I have decided to take early retirement. My final day of employment will be [Date].

To ensure a smooth departure, I have developed the following transition plan for my remaining [Number] weeks:

- **Project Completion:** I will finalize [Project A] and [Project B] by [Date].
- **Knowledge Transfer:** I will create documentation for [Specific Process] and conduct training sessions with [Colleague's Name].
- **Client Handover:** I will personally introduce [Colleague's Name] to my key accounts to ensure continuity.
- **Task Distribution:** I have outlined my recurring daily tasks to be redistributed among the team.

I am committed to making this transition as seamless as possible. Please let me know if there are specific additional areas you would like me to focus on before my departure.

Thank you for the opportunities I have had during my time with [Company Name]. I look forward to a productive final few weeks.

Sincerely,

[Your Signature]  
[Your Printed Name]