

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

[Date]

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

Subject: Notice of Early Retirement Due to Medical Disability

Dear [Recipient Name],

I am writing to formally notify you of my retirement from my position as [Your Job Title] at [Company Name], effective [Last Working Date].

This decision follows a period of declining health and is based on the professional advice of my medical doctors. Due to my current medical disability, I am no longer able to fulfill the essential functions of my role. I have attached the necessary medical documentation supporting this diagnosis and my need for early retirement.

I would like to request information regarding the process for transitioning to disability retirement benefits, as well as details concerning my pension, health insurance, and any outstanding paid time off. Please let me know which forms need to be completed to finalize this process.

I have truly valued my time with [Company Name] and regret that my health prevents me from continuing my employment. I intend to make this transition as smooth as possible and am available to discuss the handover of my current projects during my remaining time here.

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

Sincerely,

[Your Signature]

[Your Printed Name]