

[Your Name]
[Your Job Title]
[Union Affiliation/Local Number]
[Your Employee ID Number]

[Date]

[Manager's Name or HR Director's Name]
[Company/Organization Name]
[Address]

RE: Notice of Early Retirement

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 Day].

I have consulted with my [Union Name/Local Number] representative regarding my eligibility and benefits under the current collective bargaining agreement. I intend to complete all necessary retirement paperwork with both the Human Resources department and the Union pension office prior to my departure.

During my final [Number] weeks, I am committed to ensuring a smooth transition of my duties. Please let me know the specific steps required to finalize my exit process and the status of my accrued leave balances.

I want to thank you and the organization for the opportunities I have had during my tenure here. I look forward to this next chapter.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Union Steward Name / Union Local Office]