

Early Retirement Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. After careful consideration and much thought, I have come to the decision to retire from my position at [Company Name]. This letter serves as my formal notice of early retirement, effective [last working day, typically two weeks from the date of the letter, or as per the company's policies].

I am deeply grateful for the opportunities and experiences I have had while working at [Company Name]. Over the years, I have had the pleasure of working with talented colleagues and contributing to the growth and success of the organization. I am proud of the work we have accomplished together.

This decision was not an easy one, but I believe it is the right time for me to step back and embrace a new chapter in my life. I am excited about the prospects that retirement holds, and I am confident that I will be able to pursue personal interests and spend more time with my family and loved ones.

I want to take this opportunity to express my gratitude to [Recipient's Name], my immediate team, and the entire staff at [Company Name]. Your support, guidance, and camaraderie have been

instrumental in making my time here both rewarding and enjoyable.

During my remaining time at [Company Name], I am committed to ensuring a smooth transition of my responsibilities. I am willing to assist in training my successor and documenting any essential processes to facilitate a seamless handover.

Please let me know if there are any specific tasks or projects you would like me to prioritize before my departure. I want to leave knowing that I have left a positive impact and that the team can continue to thrive in my absence.

I would appreciate any information regarding the retirement process and the necessary paperwork I need to complete before my last day.

Once again, thank you for the support and opportunities I have received during my tenure at [Company Name]. I will cherish the memories and friendships I have made here for years to come.

Please keep in touch, and if there is ever an opportunity for me to contribute in a different capacity or as a consultant in the future, I would be delighted to explore such possibilities.

Wishing you and the entire team at [Company Name] continued success.

Sincerely,

[Your Name]