

Formal letter with detailed transition instructions

Subject: Early Retirement Notice and Transition Plan

Dear [Manager's Name],

I am formally notifying you of my early retirement effective [Retirement Date]. To ensure a smooth transition, I have outlined a plan to hand over my responsibilities:

- Complete all ongoing projects by [Date].
- Prepare documentation for each project.
- Train designated colleagues for role coverage.

Please review the plan and let me know if additional steps are needed.

Sincerely,

[Your Name]

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