

Formal Early Retirement Resignation Letter

Subject: Early Retirement Resignation

Dear [Manager Name],

I am submitting my resignation as I have opted for early retirement, effective [Retirement Date]. This decision was carefully considered, and I am grateful for my time at [Company Name].

I will do my best to complete pending tasks and ensure a smooth transition for my successor.

Thank you for your understanding.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/retirement-resignation-letter>