

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the offer for early retirement from my position at [Company's Name]. After careful consideration, I have decided that this is the right step for me at this time.

I would like to express my gratitude for the opportunities I've had during my time with the company. I will ensure a smooth transition and wrap up my responsibilities before my final departure on [Last Working Day].

Thank you once again for your support and understanding. Please let me know if there are any forms or procedures I need to complete in connection with my retirement.

Sincerely,  
[Your Name]  
[Your Job Title]