

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for early retirement presented to me on [date of offer]. After careful consideration, I have decided that this opportunity aligns with my personal and professional goals. I appreciate the support and understanding shown by [Company's Name] throughout my tenure. My last working day will be [last working day, e.g., "December 31, 2023"].

Thank you for the opportunities and experiences I have gained during my time at [Company's Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]