

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge my early retirement from [Company's Name], effective [Retirement Date].

I want to express my heartfelt gratitude for the opportunities and experiences I have had while working here. The support of my colleagues and the leadership has been invaluable.

During my time at [Company's Name], I have grown both personally and professionally, and I will carry these memories with me into retirement. Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]