

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request early retirement from my position as [Your Job Title] at [Company Name], effective [Proposed Retirement Date].

Due to [brief explanation of reasons, e.g., personal health issues, family commitments, etc.], I believe that it is in my best interest to step back from my professional responsibilities at this time. My time at [Company Name] has been incredibly rewarding, and I am grateful for the opportunities I have had to contribute to our team and grow professionally.

I understand that my departure may require adjustments within the team, and I am committed to making this transition as smooth as possible. I am happy to assist with training my successor and ensuring that all my duties are covered before my departure.

I kindly request that you consider my appeal for early retirement. I am hopeful for a positive response and am open to discussing this matter further at your earliest convenience.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]