

[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 request my early retirement from my position as [Your Position] at [Company's Name], effective [Desired Retirement Date]. I have thoroughly considered this decision and feel that it aligns with my personal and professional goals at this stage of my life. I am grateful for the opportunities and experiences I've gained during my tenure at [Company's Name].

Please let me know if there are any forms or procedures that I need to complete as part of this process. I am committed to ensuring a smooth transition and am happy to assist in training my successor or wrapping up my projects before my departure.

Thank you for your understanding and support. I look forward to your response.

Sincerely,  
[Your Name]