

[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 confirm my early retirement from my position as [Your Job Title] at [Company's Name], effective [Retirement Date].

I appreciate the opportunities for professional and personal development that the company has provided me during my tenure. I am grateful for the support and encouragement from you and my colleagues.

Please let me know if there are any formalities that need to be completed in this transition.

Thank you once again for everything.

Sincerely,
[Your Name]