

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to follow up on my recent decision regarding early retirement from my position as [Your Job Title] at [Company Name], effective [Retirement Date].

I wanted to express my gratitude for the support and opportunities I have received during my time at [Company Name]. It has been a privilege to work alongside such talented individuals and contribute to our shared goals.

Additionally, I would like to inquire about any remaining steps I need to complete as part of the retirement process, including [specific inquiries, e.g., benefits, final paycheck, paperwork, etc.].

Thank you once again for everything. I look forward to staying in touch and wish the company continued success.

Warm regards,

[Your Name]