

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my intention to retire early from my position at [Company Name]. My last working day will be [Last Working Day, e.g., two months from the date above].

This decision was not made lightly, as my time at [Company Name] has been deeply rewarding and fulfilling. I am grateful for the opportunities I have had to grow both personally and professionally and for the support I have received from you and my colleagues.

I am committed to ensuring a smooth transition during this period and am willing to assist in training my replacement or wrapping up any pending projects.

Thank you once again for the support and guidance you have provided throughout my tenure. I look forward to staying in touch and hope to hear about the continued success of [Company Name].

Sincerely,  
[Your Name]