

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request early retirement from my position at [Company's Name], effective [Proposed Retirement Date].

Having dedicated [Number of Years] years to this organization, it has been a difficult decision, but I believe it is the right time for me to move on to the next chapter of my life.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your understanding and support throughout my career here. I appreciate the opportunities I have had at [Company's Name] and will cherish the memories and friendships I have made.

Sincerely,
[Your Name]