

[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 am writing to formally announce my decision to retire early from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, e.g., two months from now].

This decision was not easy and took a great deal of consideration. I have enjoyed my time at [Company's Name] and am grateful for the opportunities I've had to grow professionally and personally.

I appreciate all the support and guidance you have provided me during my tenure here. I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Warm regards,

[Your Name]
[Your Job Title]