

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

Dear [Employer's Name],

I am writing to formally announce my decision to retire early from my position at [Company Name], effective [Last Working Day, typically two weeks to a month from the date of this letter].

This decision was not made lightly, as I have truly enjoyed my time working with [Company Name] and appreciate the opportunities for growth and development I have experienced here.

I am committed to ensuring a smooth transition, and I am happy to assist in training my replacement or wrapping up my current projects.

Thank you for the support and guidance you have provided during my tenure. I look forward to staying in touch and wish continued success for the company and my colleagues.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]