

[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 notify you of my decision to retire from my position at [Company's Name], effective [Last Working Day, e.g., two months from date of letter]. After careful consideration, I have decided to take this step toward early retirement.

I want to express my sincere gratitude for the opportunities I have had during my tenure at [Company's Name]. I have greatly appreciated the support, mentorship, and camaraderie I've experienced over the years. I am committed to ensuring a smooth transition and will do everything possible to transfer my responsibilities and assist in finding a suitable replacement. Let's discuss how I can help during this transition period. Thank you once again for the support and experiences I've gained while working at [Company's Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]