

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Early Retirement

I hope this letter finds you well. I am writing to formally propose my early retirement from [Company's Name], effective [Proposed Retirement Date]. After careful consideration and reflection on my career journey, I believe that this is the right time for me to transition to the next phase of my life.

I have thoroughly enjoyed my time at [Company's Name] and am grateful for the opportunities I have had to grow and contribute to our team. I believe that with my current role and responsibilities, I have laid a strong foundation for my successor and will ensure a smooth transition. I kindly request your consideration of my proposal and would be happy to discuss any arrangements or conditions that may be necessary for this transition.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]