

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

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

Dear [Employer'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 [desired retirement date]. After careful consideration, I have decided that it is the right time for me to transition into the next phase of my life.

I am grateful for the opportunities, experiences, and support I have received during my time at [Company's Name]. I believe that my time spent here has significantly contributed to both my personal and professional growth.

I am prepared to assist in the transition during my remaining time with the company, including training a replacement or wrapping up outstanding projects to ensure a smooth handover.

Thank you for considering my request. I look forward to discussing this with you at your earliest convenience.

Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]