

[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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to pursue early retirement to focus on personal interests and goals.

I want to express my gratitude for the opportunities and support I have received during my time at [Company's Name]. It has been a pleasure working with such a talented team, and I will cherish the experiences and relationships I have built here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this process.

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

Sincerely,
[Your Name]