

[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 of the letter]. After careful consideration, I have decided to pursue early retirement in order to [brief reason, e.g., focus on personal projects, spend time with family, travel, etc.].

I am grateful for the opportunities for professional and personal development that I have received during my time at [Company's Name]. I appreciate the support from my colleagues and the guidance from management throughout my tenure.

I am committed to ensuring a smooth transition and will do my utmost to wrap up my duties and assist with the handover process. Please let me know how I can help during this transition.

Thank you once again for the support and opportunities I've had at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your Job Title]