

[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],

I hope this letter finds you well. As I prepare to embark on my journey of early retirement, I want to take a moment to express my heartfelt gratitude for the opportunities and experiences I have had during my time at [Company's Name].

Reflecting on my career here, I am deeply appreciative of the support and encouragement I received from you and my colleagues. The friendships I have made and the valuable skills I learned have played a significant role in my personal and professional development.

I am especially thankful for [mention any specific projects, mentorship, or experiences], which gave me the chance to grow and succeed.

As I step into this new chapter of my life, I carry with me fond memories and a wealth of knowledge gained at [Company's Name]. I look forward to staying in touch and hearing about all the exciting developments in the future.

Thank you once again for everything.

Warmest regards,

[Your Name]