

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

Dear [Recipient Name],

I am writing to formally request early retirement from my position as [Your Job Title] at [Company Name], effective [Desired Retirement Date]. After careful consideration and planning for my future, I have decided that it is the right time for me to transition into retirement. I am proud of my contributions to the company over the years, and I am grateful for the opportunities I have had to grow both personally and professionally.

I would appreciate your guidance on the next steps regarding my retirement process, including any necessary paperwork and discussions about my final work arrangements.

Thank you for your understanding and support in this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]