

# Resignation Letter Sample for Early Retirement Request

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally announce my decision to retire early from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., July 31, 2024]. This decision has not been made lightly, but after careful consideration of my personal and professional goals, I have decided that early retirement is the best course of action for me at this time.

I would like to express my heartfelt gratitude for the opportunities, support, and experiences I have had during my tenure with [Company Name]. I am truly appreciative of the guidance and encouragement I have received from you and my colleagues, which have greatly contributed to my professional growth.

I am committed to ensuring a smooth transition and will gladly assist in training my replacement or handing over my responsibilities in the coming weeks. Please let me know how I can be of help during this transition period.

Thank you once again for your understanding and for the wonderful experiences I have had at [Company Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]