

Resignation Letter to Take an Early Retirement

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I have decided to take an early retirement from my job effective Aug 3, 2016. You may find my decision quite sudden but honestly, I want to do a lot before I get too old. Despite of the fact that I have decided to leave the job I still feel great feeling of gratitude and happiness for working with you. I have learned a lot in the duration of the work. You have always been very supportive for me. I will stay for a reasonable amount of time until you get a best replacement.

I wish the company and the staff best of luck for the future.

Sincerely,

[Your Name]

[Senders Title] -Optional-