

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Request for Retirement – Medical Reasons

Dear :

I am submitting my request for early retirement due to the fact that I am currently being treated for severe depression. I have reviewed my options carefully and based upon the opinion of my physician, this is the most reasonable action I am able to take at this time. To expedite this process, I have enclosed medical documentation from my physician suggesting that I take early retirement under the circumstances.

If you need any further information, please feel free to contact me.  
Sincerely,

N A M E