

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Please accept this letter as formal notification that we have received and accepted your notice of retirement from your position as [Job Title], effective [Last Working Date].

We want to thank you for your [Number] years of service and dedication to [Company Name]. Your contributions have been invaluable, and you will be greatly missed by the entire team.

The Human Resources department will contact you shortly to provide information regarding your retirement benefits, pension details, and the final exit process. Please let us know if there is anything we can do to assist you during this transition.

Congratulations on your retirement. We wish you the very best in this next chapter of your life.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

[Company Name]