

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Acceptance of Retirement Resignation

This letter is to formally acknowledge and accept your notice of retirement from your position as [Job Title], effective [Last Working Date].

On behalf of [Company Name], I would like to thank you for your [Number] years of dedicated service. Your contributions have been invaluable to the success of our team, and your presence will be greatly missed by your colleagues.

The Human Resources department will contact you shortly to provide information regarding your retirement benefits, pension details, and the final exit process. Please ensure that all company property is returned by your final day.

We wish you a very happy, healthy, and fulfilling retirement. Congratulations on reaching this wonderful milestone.

Sincerely,

[Your Name]

[Your Title]

[Company Name]