

[Current Date]

[Executive Name]

[Executive Title]

[Company Name]

Dear [Executive Name],

On behalf of [Company Name] and the Board of Directors, I am writing to formally acknowledge and accept your notice of resignation for the purpose of retirement, effective [Final Date of Employment].

We accept your decision with a mix of regret and sincere gratitude. Your leadership as [Executive Title] has been instrumental in the growth and success of this organization. During your tenure, your contributions to [mention a specific achievement or department] have left an indelible mark on our company culture and our strategic direction.

Over the coming weeks, we look forward to working closely with you to ensure a seamless transition of your responsibilities. We appreciate your commitment to assisting [Successor Name or "the interim leadership team"] during this period.

We thank you for your many years of dedicated service and professional excellence. We wish you a long, healthy, and rewarding retirement.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]