

[Date]

[Recipient Name]

[Job Title]

[Company Name]

Dear [Recipient Name],

On behalf of [Company Name], I am writing to formally acknowledge and accept your notice of retirement from your position as [Job Title], effective [Final Working Date].

We accept your resignation with a mix of gratitude and regret. Your leadership and strategic vision have been instrumental in the growth and success of this organization. During your tenure, your contributions to [Specific Project or Department] left a lasting impact that will be felt for years to come.

We appreciate your commitment to ensuring a smooth transition of your responsibilities over the coming weeks. Please coordinate with the Human Resources department regarding the completion of retirement formalities and final benefits processing.

Thank you for your dedicated service and for being a valued member of the senior management team. We wish you a long, healthy, and fulfilling retirement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]