

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your request for retirement for medical reasons, effective [Last Working Day/Effective Date].

We have received your medical documentation and understand the circumstances leading to this difficult decision. Please be assured that your health and well-being are our primary concerns during this transition.

We want to thank you for your [Number] years of service and the significant contributions you have made to [Company Name]. Your dedication has been greatly appreciated by the entire team.

The Human Resources department will contact you shortly to provide detailed information regarding your retirement benefits, health insurance conversion, and any other administrative tasks required for your departure. If you have immediate questions, please contact [HR Contact Person] at [Phone Number/Email].

We wish you the very best in your retirement and hope for an improvement in your health.

Sincerely,

[Signature]
[Manager/HR Name]
[Title]