

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Resignation for Retirement

Dear [Employee Name],

I am writing to formally acknowledge and accept your notice of resignation for the purpose of retirement, effective [Last Working Date].

On behalf of [Company Name], I would like to express our sincere gratitude for your [Number] years of dedicated service. Your long-term commitment and contributions have been invaluable to our team and the overall success of the organization.

The Human Resources department will contact you shortly to schedule an exit interview and provide information regarding your retirement benefits, pension processing, and final compensation package.

We wish you a long, healthy, and happy retirement. Thank you for your years of loyalty and hard work.

Sincerely,

[Signature]

[Manager Name]

[Job Title]

[Company Name]