

[Date]

[Employee Name]
[Department Head Title]
[Department Name]

Dear [Employee Name],

I am writing to formally accept your notice of retirement from your position as Department Head of [Department Name], effective [Last Working Date].

On behalf of the organization, I would like to express our sincere gratitude for your [Number] years of dedicated service. Your leadership has been instrumental in the success of your department, and your contributions have left a lasting impact on our institution.

We will begin the transition process immediately to ensure a smooth handover of your responsibilities. Please coordinate with the Human Resources department regarding your retirement benefits and final exit procedures.

We wish you a long, healthy, and happy retirement. Thank you for your commitment and excellence throughout your tenure.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]