

[Company Name]
[HR Department Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Job Title]
[Home Address]

Dear [Employee Name],

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

We want to thank you for your [Number] years of dedicated service. Your contributions to the [Department Name] department have been invaluable, and your presence will be greatly missed by your colleagues and the management team alike.

Regarding your transition, the Human Resources department will schedule a meeting with you on [Date/Time] to discuss your retirement benefits, final compensation, and the out-processing procedure. Please ensure that all company property is returned by your final day of employment.

We congratulate you on reaching this significant milestone and wish you a very happy, healthy, and rewarding retirement.

Sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]