

[Date]

[Partner Name]

[Partner Address]

[City, State, Zip Code]

Dear [Partner Name],

I am writing to formally acknowledge and accept your notice of retirement from our partnership, effective [Effective Date].

On behalf of the entire firm, I want to express our sincere gratitude for your dedication and contributions over the past [Number] years. Your leadership and vision have been instrumental in the growth and success of [Company Name].

As we move forward with the transition process, we will follow the protocols outlined in our partnership agreement regarding the transfer of responsibilities and the settlement of interests. We appreciate your offer to assist during this period to ensure a smooth handover.

We wish you the very best in this next chapter of your life. We hope you enjoy a long and fulfilling retirement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]