

[Date]

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

Dear [Employee Name],

Please accept this letter as formal notification that we have received and accepted your notice of retirement from your position as [Job Title], effective [Last Working Date].

On behalf of [Company Name], I would like to thank you for your [Number] years of dedicated service. Your contributions to the [Department Name] department have been greatly valued, and your presence will be missed by your colleagues and the management team alike.

Regarding the transition, Human Resources will contact you shortly to provide information concerning your retirement benefits, pension details, and the finalization of your employment records. Please ensure that all company property is returned by your final day.

We wish you a very happy, healthy, and fulfilling retirement. Congratulations on reaching this significant milestone in your career.

Sincerely,

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