

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Acceptance of Retirement Resignation

Dear [Employee Name],

This letter is to formally acknowledge and accept your notice of retirement from your position as [Job Title], effective [Final Working Date].

We want to thank you for your [Number] years of service and the contributions you have made to [Company Name]. Your dedication has been greatly appreciated, and we wish you the very best in this next chapter of your life.

As part of our standard offboarding process, we would like to schedule a final exit interview to discuss your experiences with the company and ensure a smooth transition of your responsibilities. Please find the details for this meeting below:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Office Room Number or Video Call Link]
- **Conducted by:** [Manager or HR Representative Name]

If the proposed time does not work for you, please contact [Department/Name] to reschedule.

Information regarding your final pay, retirement benefits, and the return of company property will be provided during the interview or sent to you via email shortly.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]