

[Date]

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

Subject: Acknowledgment of Early Retirement

Dear [Employee Name],

This letter is to formally acknowledge the receipt of your request for early retirement, dated [Date of Retirement Notice]. We have reviewed and accepted your application for retirement effective [Last Working Date].

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

Regarding your transition, please find the following information:

- **Final Compensation:** Your final paycheck, including any accrued vacation pay, will be issued on [Date].
- **Benefits:** You will receive a separate package via mail detailing your pension options, healthcare continuation, and other retirement benefits.
- **Exit Interview:** Human Resources will contact you shortly to schedule an exit interview.
- **Company Property:** Please ensure all company equipment (laptop, keys, ID badge) is returned by your final day.

If you have any questions regarding your retirement process or benefits, please contact the Human Resources department at [HR Phone Number] or [HR Email].

We wish you a very happy and healthy retirement.

Sincerely,

[Signature]  
[HR Manager Name]  
[Job Title]  
[Company Name]