

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

[Date]

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

Dear [Employee Name],

Subject: Approval of Early Retirement Request

This letter is to formally notify you that [Company Name] has reviewed and approved your request for early retirement, submitted on [Date of Request].

In accordance with our agreement, your final day of employment will be [Last Working Date]. Your official retirement date will be effective as of [Retirement Effective Date].

Regarding your transition, the following details apply:

- **Final Compensation:** You will receive your final paycheck, including any accrued but unused vacation time, on [Date].
- **Retirement Benefits:** Information regarding your pension, 401(k), or other retirement distributions will be provided by the HR Department under separate cover.
- **Healthcare:** Details regarding the continuation of health insurance coverage (COBRA or retiree plans) are enclosed with this letter.
- **Company Property:** Please return all company-owned equipment, including [laptop, keys, ID badge], to your manager by your last day of work.

On behalf of the entire management team, I would like to thank you for your [Number] years of dedicated service and your significant contributions to [Company Name]. We wish you the very best in this next chapter of your life.

If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Manager Name]
[Job Title]