

[Date]

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

Subject: Acknowledgment of Medical Retirement

Dear [Employee Name],

We are writing to formally acknowledge receipt of your notice regarding your retirement for medical reasons, effective [Last Working Date].

We accept your request for medical retirement based on the documentation provided. We understand that this was a difficult decision, and we want to express our sincere appreciation for your [Number] years of service and your contributions to [Company Name].

Regarding your transition, please note the following information:

- **Final Compensation:** Your final paycheck, including any accrued but unused vacation time, will be issued on [Date].
- **Benefits Status:** You will receive a separate package via mail detailing your options regarding health insurance (COBRA), disability benefits, and your retirement/pension plan.
- **Company Property:** Please arrange to return any company equipment (keys, laptop, ID badge) by [Date].

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

We wish you the very best in managing your health and thank you again for your dedication to the company.

Sincerely,

[HR Representative Name]
[Title]
[Company Name]