

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Employee Address]

Subject: Notification of Mandatory Retirement

Dear [Employee Name],

This letter serves as formal notification regarding your upcoming retirement from [Company Name].

In accordance with the company's retirement policy and applicable labor laws, the mandatory retirement age for your position is [Age]. Our records indicate that you will reach this age on [Date]. Therefore, your final day of employment will be [Date].

The Human Resources department will schedule a meeting with you on [Date/Time] to discuss the following transition details:

- Final salary and unused leave payouts.
- Pension and retirement benefit schemes.
- Handover of company property.
- Completion of exit formalities.

We would like to take this opportunity to thank you for your [Number] years of dedicated service and your many contributions to the company. We wish you the very best in your retirement.

Sincerely,

[Signature]

[Manager/HR Name]

[Title]

[Company Name]