

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Mandatory Retirement

Dear [Employee Name],

This letter serves as official notification regarding your upcoming retirement from [Company Name]. In accordance with the company's retirement policy and [mention specific local law or employment contract clause if applicable], employees are required to retire upon reaching the age of [Retirement Age].

Our records indicate that you will reach this age on [Date]. Therefore, your final day of employment will be [Last Working Date].

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

- Final salary payment and unused leave balance.
- Pension benefits and retirement fund distribution.
- Health insurance coverage and COBRA (if applicable).
- Return of company property (laptop, ID badge, keys, etc.).

We want to take this opportunity to thank you for your [Number] years of service and your significant contributions to the success of [Company Name]. We wish you the very best in this next chapter of your life.

Please sign and return a copy of this letter to acknowledge receipt of this notice.

Sincerely,

[Signature]

[HR Manager Name]

[Title]

[Company Name]

Acknowledgment of Receipt:

Signature: _____

Date: _____