

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notice 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 employment laws, your mandatory retirement is scheduled to take effect on [Last Working Date]. Your final day of employment will be [Date].

We would like to take this opportunity to thank you for your [Number] years of service and your significant contributions to the organization. We value the dedication you have shown during your tenure with us.

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

- Final salary and compensation details.
- Pension, provident fund, or retirement benefit distributions.
- Handover of company property (keys, laptop, ID badge, etc.).
- Post-employment insurance coverage options.

If you have any immediate questions regarding this transition, please contact [HR Representative Name] at [Phone Number/Email].

We wish you the very best in this next chapter of your life.

Sincerely,

[Signature]

[HR Manager Name]

Human Resources Department

[Company Name]