

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of Mandatory Retirement

Dear [Employee Name],

This letter serves as formal confirmation of your upcoming retirement from [Company Name], effective [Last Working Date], in accordance with the company's mandatory retirement policy and your employment agreement.

We wish to thank you for your [Number] years of dedicated service and the significant contributions you have made to the [Department] department. Your commitment has been greatly valued by the entire team.

Regarding your transition, please note the following details:

- **Final Salary:** Your final paycheck, including any accrued vacation pay, will be processed on [Date].
- **Benefits:** Information regarding your pension, healthcare continuation, and other retirement benefits will be sent to you by the HR department under separate cover.
- **Company Property:** Please return all company property, including keys, badges, and electronic devices, to [Name/Department] by [Date].

An exit interview has been scheduled for you on [Date] at [Time] with [Name]. This will provide an opportunity to discuss your experience with the company and address any remaining questions you may have.

We wish you the very best in your retirement and all your future endeavors.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]