

[Company Letterhead/Logo]

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Mandatory Retirement**

Dear [Employee Name],

This letter serves as a formal advisory regarding your upcoming retirement in accordance with [Company Name]'s Mandatory Retirement Policy, as outlined in the [Employee Handbook/Policy Manual].

According to our records, you will reach the mandatory retirement age of [Age] on [Date]. Consequently, your final day of employment with the company will be [Last Working Date].

To ensure a smooth transition, the Human Resources Department will schedule a meeting with you on [Meeting Date] to discuss the following:

- Final salary and compensation details.
- Pension, provident fund, or retirement benefit payouts.
- Handover of current responsibilities and company property.
- Post-retirement insurance or medical benefits (if applicable).

We want to take this opportunity to thank you for your [Number] years of dedicated service and your significant contributions to [Company Name]. Your hard work has been greatly valued.

Please acknowledge receipt of this letter by signing the attached copy and returning it to the HR Department by [Deadline Date].

We wish you the very best in your retirement.

Sincerely,

[Signature]

[Name of HR Manager/Authorized Official]

[Title]

[Company Name]

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**Acknowledgment of Receipt:**

I, [Employee Name], hereby acknowledge that I have received this advisory regarding my mandatory retirement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_