

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Mandatory Retirement and Transition Plan**

Dear [Employee Name],

In accordance with [Company Name]'s retirement policy and the terms of your employment agreement, this letter serves as formal notification regarding your upcoming mandatory retirement. Your final day of employment is scheduled for [Final Date of Work].

We want to ensure this transition is as smooth as possible. Please find below the key details regarding your transition period:

- **Final Compensation:** Your final paycheck, including any accrued vacation pay, will be issued on [Date].
- **Benefits Overview:** You will receive a separate package detailing your pension eligibility, healthcare continuity (COBRA), and life insurance conversion options.
- **Knowledge Transfer:** During your remaining time, we request your assistance in documenting current projects and training [Successor Name/Team] to ensure a seamless handover.
- **Company Property:** Please arrange to return all company equipment, including your laptop, keys, and security badge, to HR on your final day.

We would like to schedule a meeting on [Date] at [Time] to discuss your transition plan in more detail and answer any questions you may have regarding your retirement benefits.

On behalf of [Company Name], I would like to express our sincere gratitude for your [Number] years of dedicated service and your many contributions to our success. We wish you the very best in this next chapter.

Sincerely,

[Your Name]

[Your Title]

[Human Resources Department]