

[Company Name]
[Department]
[Date]

To: [Employee Name]
[Job Title]
[Employee ID]

Subject: Notification of Mandatory Retirement

Dear [Employee Name],

This letter serves as formal notification regarding your upcoming mandatory retirement from [Company Name], in accordance with the company's retirement policy and applicable labor regulations.

As you will reach the mandatory retirement age of [Age] on [Date], your final day of employment will be [Last Working Date].

Between now and your retirement date, the Human Resources department will schedule a meeting with you to discuss the following:

- Final salary payment and accrued leave encashment.
- Pension and retirement benefit schemes.
- Handover of current responsibilities and company property.
- Post-employment insurance coverage options.

We would like to take this opportunity to thank you for your [Number] years of dedicated service and your significant contributions to the success of [Company Name]. Your professionalism and expertise have been greatly valued by your colleagues and the management team.

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

We wish you the very best in your retirement.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]
[Company Name]