

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

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

Subject: Notification of Mandatory Retirement and Separation of Service

Dear [Employee Name],

This letter serves as formal notification that, in accordance with [Company Policy Name/Section] and applicable labor laws, you have reached the mandatory retirement age of [Age]. Consequently, your employment with [Company Name] will officially conclude on [Last Working Date].

We wish to express our sincere appreciation for your [Number] years of dedicated service and your contributions to the organization.

Separation and Retirement Benefits:

Based on your tenure and salary history, you are entitled to the following benefits package:

- **Retirement Pay:** A total amount of [Amount], calculated based on [Years of Service].
- **Unused Leave Balance:** Payment for [Number] days of unused vacation/sick leave.
- **Final Salary:** Your final pro-rated salary for the period of [Date] to [Date].
- **Additional Benefits:** [Mention any health insurance extensions, bonuses, or pension plan details].

Administrative Requirements:

Please ensure that all company property, including [Key Cards, Laptop, Equipment], is returned to the Human Resources department by [Date]. You are also requested to complete an exit interview on [Date/Time].

Your final settlement check and official certificate of employment will be issued on [Date/Method of Payment].

If you have any questions regarding your retirement transition or benefit calculations, please contact the HR Department at [Phone Number] or [Email Address].

We wish you a rewarding and healthy retirement.

Sincerely,

[Signature]
[Name of Authorized Official]
[Job Title]

Acknowledgment of Receipt:

I hereby acknowledge receipt of this notification and the details regarding my retirement benefits.

[Employee Signature] / [Date]