

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

[Date]

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

Subject: Notice of Statutory Mandatory Retirement

Dear [Employee Name],

We are writing to formally notify you that, in accordance with the [Name of Relevant Act/Statute] and the company's retirement policy, you will be reaching the statutory mandatory retirement age of [Age] on [Date of Birthday].

Consequently, your employment with [Company Name] will conclude on **[Last Working Day/Retirement Date]**. This date will serve as your final day of service.

To ensure a smooth transition, the Human Resources department will contact you shortly to discuss the following:

- Final salary payments and accrued leave entitlements.
- Pension scheme benefits and distribution options.
- The handover of your current responsibilities and company property.
- Post-employment health insurance or benefit conversions, if applicable.

We would like to take this opportunity to thank you for your [Number] years of service and your significant contributions to the company. We wish you the very best in your retirement.

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

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]
[Company Name]