

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

[Date]

[Executive Name]
[Executive Title]
[Personal Address]

Subject: Notice of Mandatory Retirement

Dear [Executive Name],

In accordance with the [Company Name] retirement policy and governing employment bylaws regarding executive leadership, we are writing to formally notify you of your upcoming mandatory retirement.

Based on our records, you will reach the mandatory retirement age of [Age] on [Date]. Consequently, your final day of active service and your retirement from the position of [Executive Title] will be effective as of [Final Date of Employment].

This letter serves as formal notice to initiate the transition period. Over the coming months, the Board of Directors and the Human Resources department will coordinate with you to ensure a smooth handover of your responsibilities to your successor.

Detailed information regarding your executive pension, benefits continuation, and any applicable severance or retirement packages as outlined in your employment agreement will be provided to you in a separate package by [Date].

On behalf of the Board and the entire organization, we would like to express our sincere gratitude for your years of dedicated service and leadership. Your contributions have been instrumental to the success of [Company Name].

Sincerely,

[Signature]

[Name of Board Member/HR Director]
[Title]
[Company Name]