

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Mandatory Retirement Process

Dear [Employee Name],

According to our records and in compliance with the [Company Name] retirement policy and applicable employment laws, we are writing to formally notify you of your upcoming mandatory retirement.

Your final date of employment is scheduled to be **[Retirement Date]**.

To ensure a smooth transition, the Human Resources department will guide you through the following steps:

- **Pension and Benefits:** A meeting with the Benefits Coordinator will be scheduled on [Date/Time] to discuss your pension distribution, healthcare options, and life insurance conversion.
- **Final Compensation:** Your final paycheck, including any accrued but unused vacation time, will be issued on [Date].
- **Handover Process:** Please work with your manager, [Manager Name], to complete a knowledge transfer plan and return all company property (keys, laptop, ID badge) by your final day.
- **Exit Interview:** We would value your feedback via an exit interview scheduled for [Date].

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

If you have any questions regarding this process, please contact the HR department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[HR Manager Name]

[Title]

Acknowledgment of Receipt:

I acknowledge that I have received this notification and understand the next steps in the retirement process.

Signature: _____ Date: _____