

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Acknowledgment of Scheduled Mandatory Retirement

Dear [Employee Name],

This letter serves as formal acknowledgment and confirmation of your upcoming mandatory retirement from [Company Name], in accordance with our organization's retirement policy and applicable employment regulations.

Your final day of employment is scheduled to be [Last Working Date].

Regarding your transition, please note the following:

- **Final Compensation:** Your final paycheck, including any accrued vacation or leave balance, will be issued on [Date] via [Payment Method].
- **Benefits:** You will receive a separate package detailing your pension options, healthcare continuation (COBRA, if applicable), and other retirement benefits by [Date].
- **Company Property:** Please arrange to return all company equipment, including keys, badges, and electronic devices, to the Human Resources department by the close of business on your final day.

We want to take this opportunity to thank you for your [Number] years of service and your significant contributions to the [Department] team. Your dedication has been greatly valued.

If you have any questions regarding your retirement process or benefits, please contact [HR Representative Name] at [Phone Number/Email].

We wish you the very best in your retirement.

Sincerely,

[Signature]
[Name of Manager/HR Director]
[Title]

Employee Acknowledgment:

I acknowledge receipt of this notification and confirm my understanding of my scheduled retirement date.

Employee Signature

Date