

[Date]

[Employee Name]
[Employee Job Title]
[Department]

Dear [Employee Name],

Subject: Acceptance of Retirement

This letter serves as official notification that [Company Name] has formally accepted your request for retirement, effective [Last Working Date].

On behalf of the entire organization, I would like to congratulate you on reaching this significant milestone. We want to express our sincere gratitude for the [Number] years of dedicated service you have provided. Your contributions to the [Department Name] department and your commitment to our company's goals have been invaluable.

The Human Resources department will contact you shortly to schedule an exit interview and to provide detailed information regarding your retirement benefits, final compensation, and the transition process.

We wish you a very happy, healthy, and fulfilling retirement. May this next chapter of your life be filled with joy and relaxation.

Sincerely,

[Signature]
[Manager Name]
[Title]
[Company Name]