

[Date]

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

Dear [Employee Name],

On behalf of [Company Name], I am writing to formally accept your notice of retirement, effective [Last Working Date].

We want to take this opportunity to thank you for your [Number] years of dedicated service. Your contributions to the [Department Name] department and your commitment to the company have been greatly valued. It has been a pleasure having you on our team, and your presence will be missed by your colleagues and leadership alike.

In the coming days, the Human Resources department will provide you with a separate package containing information regarding your retirement benefits, pension details, and the out-processing procedure. Please reach out to [HR Contact Person] at [Phone Number/Email] if you have any immediate questions.

Congratulations on reaching this wonderful milestone. We wish you a long, healthy, and happy retirement filled with relaxation and new adventures.

Sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]