

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

Please accept this letter as formal notification that we have received and accepted your notice of retirement. Your final day of employment with [Company Name] will be [Last Working Date].

On behalf of the entire team, I would like to congratulate you on reaching this wonderful milestone. We are incredibly grateful for the [Number] years of service you have dedicated to the company. Your contributions to [Specific Project or Department] have left a lasting impact, and your presence in the office will be missed.

The Human Resources department will contact you shortly to provide information regarding your retirement benefits, final compensation, and the out-processing procedure.

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

Best regards,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]