

[Date]

[Employee Name]
[Employee 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].

We would like to take this opportunity to congratulate you on reaching this significant milestone. On behalf of the entire company, I want to thank you for your [Number] years of dedicated service. Your contributions to the [Department Name] team and your professional expertise have been invaluable to our success.

The Human Resources department will contact you shortly to provide information regarding your retirement benefits, final compensation, and the transition process. Please let us know if there is anything we can do to assist you during your final weeks with us.

We wish you a very happy, healthy, and fulfilling retirement. We hope you enjoy this well-deserved new chapter of your life.

Best regards,

[Your Signature]
[Your Name]
[Your Title]
[Company Name]