

[Date]

[Executive Name]

[Executive Title]

[Company Name]

Dear [Executive Name],

On behalf of the Board of Directors and the entire leadership team, I am writing to formally accept your notice of retirement from your position as [Executive Title], effective [Final Date of Employment].

It is with a mixture of regret and deep gratitude that we see you move into this next chapter. Since joining [Company Name] in [Year], your vision and leadership have been instrumental in our growth and success. In particular, your work on [Specific Achievement or Project] has left an indelible mark on the organization and set a standard of excellence for all of us.

We truly appreciate your commitment to ensuring a smooth transition over the coming months. Your willingness to assist in the handover of your responsibilities to [Successor Name or "the incoming leadership team"] is a testament to your dedication to the company's future.

We would like to celebrate your distinguished career and contributions at a formal event on [Date of Event, if applicable]. We will share more details regarding this celebration shortly.

Congratulations on a remarkable career. We wish you nothing but health, happiness, and fulfillment in your retirement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]