

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

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

While we are saddened to see you leave, we want to extend our warmest congratulations on reaching this incredible milestone. Your dedication and contributions over the past [Number] years have been instrumental to the success of our team and the company as a whole.

We sincerely appreciate the professionalism and expertise you have shared with us. Your presence in the office will be greatly missed by your colleagues and leadership alike.

During your final weeks, [HR Contact Name] will reach out to you to coordinate the completion of any necessary paperwork and to discuss the transition of your current responsibilities.

Thank you for your years of loyal service. We wish you a long, healthy, and happy retirement filled with joy and relaxation.

Sincerely,

[Signature]

[Manager Name]

[Manager Title]

[Company Name]