

[Date]

[Employee Name]
[Employee Job Title]
[Department]

Dear [Employee Name],

I am writing to formally acknowledge and accept your notice of retirement from your position as [Job Title] at [Company Name], effective [Last Working Date].

On behalf of the entire team, I would like to congratulate you on reaching this remarkable milestone. Your dedication, professionalism, and hard work over the past [Number] years have been invaluable to our organization. We have truly appreciated your contributions, and you will be greatly missed by your colleagues.

As you transition into this new chapter of your life, we wish you a long, healthy, and happy retirement. We hope you enjoy the well-deserved time to pursue your personal interests and spend time with family and friends.

The Human Resources department will be in contact with you shortly regarding the final administrative details and retirement benefits. Please let us know if there is anything we can do to assist you during your final weeks with us.

Thank you once again for your years of service. Best wishes for the future.

Sincerely,

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