

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Please accept this letter as formal notification that we have received and accepted your notice of retirement, effective [Last Working Date].

On behalf of [Company Name], I would like to extend our warmest congratulations on reaching this significant milestone. We want to express our sincere gratitude for your [Number] years of dedicated service. Your contributions to the [Department Name] department and your commitment to our goals have been greatly appreciated.

We will certainly miss your expertise and presence in the office. We wish you a long, healthy, and happy retirement filled with joy and relaxation. May this next chapter of your life be everything you hope for.

Human Resources will be in contact with you shortly to discuss the final administrative details, including benefits and the exit process.

Congratulations once again, and best wishes for the future.

Sincerely,

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