

[Current Date]

[Employee Name]
[Employee 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 heartfelt congratulations on reaching this remarkable milestone. Your leadership and dedication over the past [Number] years have been instrumental to the success of our management team and the organization as a whole.

We sincerely appreciate the contributions you have made and the professional legacy you leave behind. We wish you a long, healthy, and happy retirement filled with joy and relaxation.

The Human Resources department will contact you shortly regarding the final administrative details and benefits transition.

Congratulations once again on your retirement.

Best regards,

[Your Signature]

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