

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

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

On behalf of [Company Name], I would like to congratulate you on reaching this wonderful milestone. We want to express our sincere gratitude for your [Number] years of dedicated service and the significant contributions you have made to our team. Your professionalism and expertise will be greatly missed by your colleagues and the management alike.

Regarding the transition, the Human Resources department will contact you shortly to provide information concerning your final compensation, benefits, and retirement paperwork. Please let us know if there is anything we can do to assist you during your final weeks with us.

Thank you again for your hard work and loyalty. We wish you a long, healthy, and happy retirement filled with joy and relaxation.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]