

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

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

On behalf of the entire organization, I 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 mission have left a lasting impact. We have truly valued your expertise, leadership, and professionalism throughout your tenure.

While we are sad to see you leave, we are thrilled for you as you embark on this new chapter of your life. We hope that your retirement brings you the relaxation, joy, and time to pursue your personal interests that you so richly deserve.

The Human Resources department will contact you shortly to coordinate the final administrative details and discuss your transition of benefits.

Congratulations on a remarkable career. We wish you the very best in all your future endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Organization Name]