

[Current Date]

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

Dear [Employee Name],

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

While we are sad to see you leave the team, we are incredibly happy for you as you reach this significant milestone. On behalf of [Company Name], I want to express our sincere gratitude for your [Number] years of dedicated service. Your contributions to the [Department/Project] have been invaluable, and your presence will be deeply missed by your colleagues.

We wish you a wonderful retirement filled with relaxation, health, and happiness. May this new chapter bring you the opportunity to enjoy your hobbies and spend more time with your loved ones.

Over the coming weeks, [HR Contact Name] will reach out to you to discuss the final administrative steps and transition details. Please let us know if there is anything we can do to assist you during this period.

Congratulations once again on your retirement.

Sincerely,

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