

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

[Date]

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

**Subject: Confirmation of Retirement and Benefits Summary**

Dear [Employee Name],

This letter serves as formal confirmation of your retirement from [Company Name], effective [Last Working Date]. We would like to take this opportunity to thank you for your [Number] years of service and dedication to the company.

Below is a summary of your retirement benefits and final exit procedures:

- **Final Salary:** Your final paycheck, including all hours worked up to your retirement date, will be issued on [Pay Date].
- **Accrued Time Off:** You will be compensated for [Number] hours of unused vacation/PTO, which will be included in your final paycheck.
- **Retirement Plan (401k/Pension):** Your participation in the [Plan Name] will cease on your retirement date. You will receive a separate packet from [Provider Name] regarding options for fund distribution or rollover.
- **Health Insurance:** Your current coverage will remain active until [Coverage End Date]. Information regarding COBRA or retiree health options is attached to this letter.
- **Life Insurance/Other Benefits:** [Details regarding conversion of life insurance or cessation of other perks].

**Exit Procedures:**

Please ensure that all company property, including your [ID Badge, Laptop, Keys, etc.], is returned to the Human Resources department by [Time] on your final day.

If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone Number] or [Email Address].

We wish you a very happy and fulfilling retirement.

Sincerely,

[Signature]  
[Name of Sender]

[Title]

[Company Name]