

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Voluntary Retirement

Dear [Employee Name],

This letter is to formally confirm the acceptance of your application for voluntary retirement, submitted on [Date of Application].

Your retirement will be effective on [Last Working Date]. As per our records, your final day of employment with [Company Name] will be [Date].

The Human Resources department will contact you shortly to schedule an exit interview and to provide detailed information regarding your final pay, pension benefits, and insurance coverage. Please ensure that all company property, including [list items like keys, laptop, ID cards], is returned by your final day.

We would like to take this opportunity to thank you for your [Number] years of dedicated service and your many contributions to the company. We wish you the very best in this new chapter of your life.

Sincerely,

[Signature]

[Name of Manager/HR Director]

[Title]

[Company Name]