

[Date]

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

Dear [Employee Name],

Subject: Official Notification of Retirement

On behalf of the Human Resources department and [Company Name], I would like to formally acknowledge your retirement, effective [Last Working Date].

We want to express our sincere gratitude for your [Number] years of dedicated service. Your contributions to the [Department Name] department have been invaluable, and your professionalism has set a high standard for your colleagues. It has been a pleasure having you as part of our team.

Regarding your transition, please note the following administrative details:

- **Final Pay:** Your final paycheck, including any accrued vacation time, will be issued on [Date].
- **Benefits:** You will receive a separate package via mail detailing your pension, 401(k) options, and healthcare post-employment.
- **Company Property:** Please ensure all company equipment (laptop, keys, ID badge) is returned to HR by your final day.

We wish you a long, healthy, and happy retirement. May this new chapter bring you much joy and relaxation.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]
Human Resources Department
[Company Name]