

[Company Name/Union Logo]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Date]

[Employee Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Employee Name],

On behalf of [Company/Organization Name] and [Union Name/Local Number], we formally acknowledge receipt of your notice of retirement, effective [Last Working Date].

We want to thank you for your [Number] years of dedicated service and your contributions as a member of [Union Name]. Your commitment to the trade and your colleagues has been greatly valued.

Regarding your transition, please note the following information:

- **Pension and Benefits:** You will receive a separate package from the Union Benefit Office regarding your pension eligibility and healthcare transition.
- **Final Pay:** Your final paycheck, including any accrued vacation or seniority pay as per the Collective Bargaining Agreement, will be issued on [Date].
- **Equipment:** Please return all company-issued tools, badges, and uniforms to [Department] by your final day.

We congratulate you on reaching this milestone. We wish you a long, healthy, and happy retirement.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]

cc: [Union Steward/Union Local Office]