

[Company Name]
[Human Resources Department]
[Address]
[City, State, Zip Code]

[Date]

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

Re: Confirmation of Retirement and Union Benefit Status

Dear [Employee Name],

This letter is to formally confirm the acceptance of your retirement from [Company Name], effective [Last Working Date].

As a member of [Union Name, Local Number], your retirement processing will involve the following steps regarding your union-negotiated benefits:

- **Pension Benefits:** We have notified the Union Pension Trust of your retirement date. You should receive a formal benefit packet from the Trust Office within [Number] days.
- **Health Insurance:** Your current union health coverage will continue through [Date]. Information regarding retiree health options or COBRA will be mailed to you separately.
- **Unused Leave:** In accordance with the Collective Bargaining Agreement (CBA), you will be paid for [Number] hours of accrued vacation/sick leave in your final paycheck.
- **Union Dues:** Payroll deductions for union dues will cease as of your final pay period.

We recommend that you contact your Union Representative, [Name/Office], at [Phone Number] to ensure all union-specific retirement paperwork is completed.

On behalf of [Company Name], we thank you for your [Number] years of dedicated service and wish you the very best in your retirement.

Sincerely,

[Signature]
[HR Manager Name]
[Title]

cc: [Union Name/Local Number Representative]