

[Current Date]

[Worker's Full Name]

[Worker's Address]

[City, State, Zip Code]

Dear [Worker's Name],

On behalf of [Union Name], I am writing to formally accept your notice of retirement from your voluntary position as [Position Title], effective [Final Date of Service].

We want to express our sincere gratitude for your dedicated years of service and your commitment to our members. Your contributions have been vital to the success of this union, and your presence will be greatly missed by your fellow workers and the leadership team.

Please let us know if there are any outstanding matters or union property to be transitioned before your final day. We wish you a very happy, healthy, and fulfilling retirement.

In Solidarity,

[Your Signature]

[Your Printed Name]

[Your Title]

[Union Name]