

[Date]

[Member Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Confirmation of Post-Retirement Union Status

Dear [Member Name],

This letter is to formally confirm your membership status with [Union Name] following your retirement on [Retirement Date].

According to our records, your status has been updated to **[Status, e.g., Retired Member / Lifetime Member / Associate Member]** effective [Effective Date].

As a retired member in good standing, your current status entitles you to the following:

- [Benefit 1, e.g., Continued access to union dental plans]
- [Benefit 2, e.g., Voting rights in local elections]
- [Benefit 3, e.g., Receipt of the monthly newsletter]
- [Benefit 4, e.g., Access to the retiree discount program]

Please note that your monthly dues have been adjusted to [Amount] or [Statement regarding dues waiver].

If you have any questions regarding your benefits, pension, or union participation, please contact the Retirement Office at [Phone Number] or via email at [Email Address].

We thank you for your years of dedicated service and your continued commitment to our union.

Sincerely,

[Signature]

[Name of Officer]

[Title]

[Union Name]