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# Acceptance Letter of Retirement

**[Company Name]**

[Company Address]

[City, State, ZIP Code]

**[Date]**

**[Employee's Name]**

[Employee's Address]

[City, State, ZIP Code]

**Subject: Acceptance of Your Retirement Notice**

**Dear [Employee's Name],**

We have received and accept your formal notice of retirement, effective [date of retirement]. While we are saddened to see you leave, we understand and respect your decision to embark on this new chapter of your life.

Your contributions to [Company Name] over the past [number of years] have been extraordinary. From your dedication to [specific achievements] to your leadership and mentorship, your presence has been instrumental in shaping our success.

Please let us know how we can assist in ensuring a smooth transition. We would also love to arrange a farewell celebration to honor your achievements and contributions to the team.

Thank you for your years of service and dedication. We wish you the best in this well-deserved retirement.

**Sincerely,**

[Your Name]

[Your Job Title]

[Company Name]