
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]