

Early Retirement Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to acknowledge your recent request for early retirement, which you submitted on [Insert Request Date]. After considering your request, we accept your decision for early retirement effective [Insert Retirement Date].

We appreciate your contributions to [Company Name] over the years and want to thank you for your dedication and hard work. Please ensure that all company property is returned by your last working day.

If you have any questions regarding your retirement benefits or any further procedures, please do not hesitate to reach out to the HR department.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]