

Notification of Early Retirement Decision

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you about your decision to pursue early retirement from your position at [Company Name]. After careful consideration of your request submitted on [Request Date], we confirm the acceptance of your early retirement effective [Retirement Date].

We appreciate your contributions and dedication during your time with us. You have played a vital role in our success, and your presence will be greatly missed by your colleagues and the entire organization.

Please ensure that all necessary documentation is completed prior to your retirement date. Our HR department will be available to assist you with any questions you may have regarding the retirement process and benefits.

Once again, we thank you for your service and wish you all the best in this new chapter of your life. If you need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]