

Retirement Schedule Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Retirement Schedule Communication

Dear [Employee's Name],

As you approach your retirement date, we would like to confirm and communicate the schedule for your remaining time with us.

Your last working day is scheduled for [Insert Date]. In the weeks leading up to your retirement, we would like to arrange the following:

- **Final Review Meeting:** Scheduled for [Insert Date] to discuss any last-minute details.
- **Knowledge Transfer Session:** Scheduled for [Insert Date] to ensure a smooth transition.
- **Retirement Celebration:** Join us on [Insert Date] at [Location] to celebrate your achievements.

Thank you for your years of dedicated service and contributions to [Company Name]. We wish you the best in your retirement.

Sincerely,

[Your Name]

[Your Position]

[Company Name]