

Acknowledgment of Retirement Notice

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your notice of retirement, dated [Retirement Notice Date], and we wish to acknowledge it formally. Your contributions to [Company Name] have been greatly valued, and your presence will certainly be missed.

Please let us know how we can assist you during your transition into retirement. We would also like to schedule a meeting to discuss your retirement plans and address any questions you may have.

Thank you once again for your hard work and dedication throughout the years. We wish you all the best in this new chapter of your life.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]