

Acknowledgment from employer confirming early retirement

Subject: Early Retirement Acceptance

Dear [Employee's Name],

We acknowledge receipt of your early retirement notice dated [Date] and accept your decision to retire effective [Retirement Date]. We sincerely thank you for your contributions to [Company Name]. Please coordinate with HR to complete the exit formalities and ensure a smooth transition. We wish you all the best in your future endeavors.

Sincerely,

[HR Manager/Manager Name]

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