

Formal Retirement Reply Letter

Subject: Acknowledgment of Your Retirement

Dear [Employee Name],

We have received your retirement letter dated [Date] and would like to formally acknowledge your decision to retire from your position as [Position].

Your dedication and contributions to [Company/Organization Name] over the years have been remarkable. Your professionalism, commitment, and expertise have left a lasting impact, and your presence will be greatly missed.

We wish you all the best in your retirement and hope it brings you joy, relaxation, and fulfillment.

Sincerely,

[Your Name]

[Position]

[Company/Organization Name]

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