

Official Retirement Reply Letter

Subject: Official Acceptance of Retirement

Dear [Employee Name],

On behalf of [Company/Organization Name], we officially acknowledge and accept your retirement effective [Retirement Date].

Your exemplary service, leadership, and dedication over [Number of Years] years have been invaluable. We will ensure all formalities regarding your retirement benefits are processed promptly. We extend our heartfelt thanks and best wishes for your retirement.

Sincerely,

[Authorized Signatory]

[Position]

[Company/Organization Name]

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