

Retirement Resignation Acceptance Message

Subject: Acceptance of Your Resignation on Retirement

Dear [Employee's Name],

It is with deep respect that we accept your resignation as you move into retirement, effective [Date].

Your [Number] years of dedicated service at [Company Name] have left an indelible mark on this organization.

Your leadership, wisdom, and commitment have guided countless team members and shaped our success. As you enter this new chapter, please know that your legacy remains with us.

On behalf of everyone at [Company Name], we extend our heartfelt gratitude and best wishes for a fulfilling and joyful retirement.

Sincerely,

[Your Name]

[Your Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/resignation-acceptance-letter>