

Formal Retirement Acceptance Letter

Subject: Acceptance of Retirement

Dear [Employee Name],

We acknowledge receipt of your retirement notice and formally accept your retirement from your position as [Job Title] at [Organization Name], effective [Retirement Date].

We sincerely thank you for your years of dedicated service and the invaluable contributions you have made to our organization. Your experience, commitment, and professionalism will be greatly missed. We wish you a fulfilling and enjoyable retirement.

Sincerely,

[Sender Name]

[Position]

[Organization Name]

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