

Professional Retirement Acceptance Email

Subject: Confirmation of Retirement Acceptance

Hi [Employee Name],

We confirm receipt and acceptance of your retirement from your role as [Job Title] at [Organization Name], effective [Retirement Date]. We greatly appreciate your years of service and dedication.

Please let HR know if any exit formalities or handovers need to be completed. Wishing you all the best for your future endeavors beyond your professional career.

Best regards,

[Sender Name]

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