

Retirement Benefits Termination Letter

Subject: Termination of Retirement Benefits

Dear [Employee Name],

This letter serves as formal notification that your retirement benefits under [Plan Name] will cease effective [Date]. This termination is a result of [reason, e.g., reaching retirement age or policy changes].

You are encouraged to consult with HR to review any remaining entitlements or options available for continuation under alternative plans.

Sincerely,

[HR Officer Name]

[Designation]

[Company Name]

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