[DATE]

[NAME]

[ADDRESS]

**RE: CONFIRMATION OF RETIREMENT**

Dear [CONTACT NAME],

As you enter into the next exciting phase of your life, we would like to extend our appreciation towards the many years of service that you have given this company. We hope to be in a position to grant a special retirement celebration on [DATE].

In the meantime, we would also like to start dealing with all the administration relating to your retirement in this letter.

Herewith, the company would like to confirm the details around your retirement as per the discussion held with you on [DATE].

1. The company has elected 65 years as the age of retirement for its employees.
2. Our discussion as mentioned above confirmed the age of retirement as well as the following:
   1. You will be turning 65 in the month of [MONTH, YEAR], and therefore your month in which you will be retiring will be [MONTH, YEAR].
   2. Therefore your last working day will be [DATE].
   3. On or before your last working day, you will receive:
      1. A UI19 which will confirm your retirement to the department of labour.
      2. A certificate of service.

As your retirement is approaching, please feel free to discuss any concerns or queries you may have with us.

Kind regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature