

Team Retirement Appreciation Letter

Date: [Insert Date]

Dear [Retiree's Name],

As you prepare to embark on this wonderful new chapter of your life, the entire team would like to take a moment to express our heartfelt appreciation for your invaluable contributions over the years. Your dedication, professionalism, and spirit have left a lasting impact on all of us.

Throughout your tenure at [Company/Organization Name], you have not only been a remarkable colleague but also a mentor and a friend. Your leadership and guidance have inspired us all, and we are grateful for the wisdom you've shared.

We will surely miss your presence, laughter, and insights in the office. However, we are excited for you as you move forward to enjoy your well-deserved retirement. May it be filled with new adventures, relaxation, and all the things you love.

Thank you once again for everything. Please stay in touch, and know that you will always be a part of our team.

Wishing you all the best,

Sincerely,

[Your Name]

[Your Position]

[Team/Department Name]