

Retirement Appreciation Letter

Date: [Insert Date]

Dear [Retiree's Name],

On behalf of [University Name] and the entire university community, we would like to extend our heartfelt appreciation for your dedicated service and commitment over the years. Your contributions have significantly impacted our students, faculty, and the institution as a whole.

As you embark on this new chapter in your life, please know that your legacy will continue to inspire us all. Your passion for education and unwavering support for our mission have made a lasting impression.

We wish you all the best in your retirement, filled with joy, relaxation, and new adventures. Thank you once again for everything you have done.

Warm regards,

[Your Name]

[Your Title]

[University Name]

[Contact Information]