

Retirement Announcement

Dear Valued Clients and Partners,

We are writing to inform you that after [Number] years of dedicated service, [Employee Name] will be retiring from [Company Name] effective [Retirement Date]. During their time with us, [Employee Name] has made significant contributions to our company and built lasting relationships with many of you.

While we will miss [Employee Name]'s expertise and leadership, we are excited for them to embark on this new chapter in their life. Please join us in wishing [Employee Name] all the best in their retirement.

If you have any questions or need assistance moving forward, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]