

Retirement Announcement

Dear Department Heads,

We are writing to inform you about the upcoming retirement of **[Employee Name]**, who has decided to retire effective **[Retirement Date]**. After **[Number of Years]** years of dedicated service to our company, **[Employee Name]** will be greatly missed.

We want to take this opportunity to acknowledge **[Employee Name]**'s invaluable contributions, leadership, and the positive impact made within the team. We invite you to join us in celebrating their career during a farewell gathering on **[Date of Farewell Event]** at **[Time]**.

Thank you for your support in making **[Employee Name]**'s transition into retirement a memorable one.

Best regards,

[Your Name]
[Your Position]
[Company Name]