

Employee Retirement Announcement

Dear Team,

We would like to announce the retirement of **[Employee Name]**, effective **[Retirement Date]**. After **[Number of Years]** years of dedicated service, **[Employee Name]** has decided to embark on a new journey.

During their time with us, **[Employee Name]** has achieved significant milestones, including:

- Successfully leading the **[Project/Initiative]**, which resulted in **[Specific Achievement]**.
- Mentoring over **[Number]** employees, fostering professional growth within the team.
- Receiving the **[Award/Recognition]** for excellence in **[Relevant Area]**.

We are incredibly grateful for the hard work and dedication **[Employee Name]** has shown throughout their career. They will be missed both personally and professionally.

Please join us for a farewell gathering on **[Date & Time]** at **[Location]** to celebrate **[Employee Name]**'s achievements and wish them well in their future endeavors.

Best Regards,

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