

Retirement Announcement

Dear Team,

We are excited to announce the retirement of our esteemed colleague, **[Employee Name]**, who will be officially retiring on **[Retirement Date]**. After **[Number of Years]** years of dedicated service, **[Employee Name]** has made a significant impact on our team and our organization.

To honor **[Employee Name]** and celebrate their contributions, we will be hosting a farewell party:

- **Date:** [Farewell Party Date]
- **Time:** [Farewell Party Time]
- **Location:** [Farewell Party Location]

Please join us for an evening of memories, laughter, and best wishes as we celebrate **[Employee Name]**'s remarkable career and new adventures ahead!

We encourage everyone to attend and share your favorite memories with **[Employee Name]**.

Best regards,

[Your Name]
[Your Position]