

Retirement Announcement

Dear Team,

We are both excited and saddened to announce the retirement of our esteemed colleague, **[Employee's Name]**, who will be officially retiring on **[Retirement Date]**.

For **[Number of Years]** years, **[Employee's Name]** has been a vital part of our team, contributing their expertise and dedication. Their innovative ideas and unwavering commitment have made a significant impact on our success.

We are incredibly grateful for all that **[Employee's Name]** has done and wish them all the best in their future endeavors.

Please join us for a farewell party on **[Party Date]** at **[Party Location]** to celebrate **[Employee's Name]**'s remarkable career.

Best Regards,
[Your Name]
[Your Position]