

Retirement Announcement

Dear Team,

It is with mixed emotions that we announce the retirement of **[Employee's Name]**, who has been an invaluable member of our team for **[Number of Years]** years.

Throughout their tenure, **[Employee's Name]** has not only demonstrated exceptional skill and dedication but has also left an indelible mark on our company culture and values. The contributions made towards **[specific projects or initiatives]** have set a high standard for all of us.

As we bid farewell to **[Employee's Name]**, let us remember the legacy they have built - one of integrity, teamwork, and innovation. We are eternally grateful for their hard work and commitment and wish them all the best in their future endeavors.

Please join us in celebrating **[Employee's Name]** at a retirement party scheduled for **[Date]** at **[Location]**.

Warm regards,

[Your Name]
[Your Position]