

# Retirement Announcement

Dear [Employee's Name],

We are writing to inform you of the retirement of our esteemed colleague, [Employee's Full Name], who has decided to retire effective [Retirement Date]. [He/She/They] has been an invaluable member of our team for [Number of Years] years, and [his/her/their] contributions will be greatly missed.

[Employee's Name] plans to embrace the joys of retirement by [briefly explain future plans, e.g., traveling, spending time with family, pursuing hobbies]. We know that [he/she/they] will thrive in this next chapter of life.

Please join us in celebrating [Employee's Name]'s career and wishing [him/her/them] well in [his/her/their] future endeavors. We will be hosting a farewell gathering on [Date and Time] at [Location]. We hope you can join us in honoring [his/her/their] achievements and commitment to our organization.

Best regards,

[Your Name]

[Your Position]

[Company Name]