

# Retirement Announcement

Dear Team,

I am writing to share bittersweet news about our dear colleague, **[Employee's Name]**. After **[Number of Years]** years of dedicated service, they will be retiring on **[Retirement Date]**.

**[Employee's Name]** has been an integral part of our team, bringing passion, wisdom, and kindness to our workplace every day. Their contributions to **[Specific Projects/Initiatives]** have left a lasting impact on our organization and colleagues alike.

We invite you to join us for a farewell celebration on **[Date and Time]** at **[Location]**. This will be a wonderful opportunity to share memories, express gratitude, and send **[Employee's Name]** off into their next adventure.

Let's all come together to celebrate not just **[Employee's Name]**'s achievements but also the friendships and bonds we've created during our time together.

Wishing **[Employee's Name]** all the happiness in their retirement!

Warm regards,

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