

Retirement Announcement

Dear Team,

It is with mixed emotions that we announce the retirement of **[Employee Name]**, who has decided to retire after **[number] years** of dedicated service to **[Company Name]**.

Throughout the years, **[Employee Name]** has been an integral part of our team, contributing immensely to our success and fostering a positive work environment. We will miss their expertise, camaraderie, and the passion they brought to their work.

Please join us for a farewell gathering on **[date]** at **[time]** in **[location]**. Let's take this opportunity to express our gratitude and share our best wishes for a happy and fulfilling retirement.

We wish **[Employee Name]** all the best in this new chapter of life!

Best Regards,
[Your Name]
[Your Position]
[Company Name]