

# Retirement Announcement

Dear [Team/Colleagues/Company Name],

I am writing to announce my retirement from [Company Name], effective [Last Working Day, e.g., July 31, 2023]. After [number] years of dedicated service, I have decided to embrace the next chapter of my life.

As I prepare to retire, I want to express my heartfelt thanks to each of you. I will carry fond memories of our time together, and I hope to keep in touch in the future.

Please join me for a farewell gathering on [Date and Time], at [Location], as we celebrate this new chapter.

Warm regards,

[Your Name]

[Your Job Title]