

Retirement Announcement

Dear [Team/Colleagues/Friends],

I am excited to share with you that I have decided to retire from my position at [Company Name], effective [Last Working Day]. After [Number] wonderful years here, it is time for me to step into a new chapter of life.

As I reflect on my time at [Company Name], I am filled with joy and gratitude for the fantastic experiences and friendships I've gained along the way. From the countless projects to our team celebrations, every moment has made my journey truly memorable.

I will cherish the memories we've created together and will always hold a special place in my heart for this amazing team. Thank you all for your support and encouragement throughout the years.

I look forward to keeping in touch and sharing exciting updates about my future adventures. Please stay connected!

Wishing you all the best,

[Your Name]

[Contact Information]