

Dear [Colleague's Name],

As you prepare to embark on this new chapter of your life, I want to take a moment to express my heartfelt appreciation for the years of dedication, hard work, and camaraderie you have shared with us.

Your contributions to [Company/Department Name] have been invaluable, and your positive attitude and leadership have inspired not only me but everyone around you.

While you will be greatly missed, I am excited for you and all the adventures that lie ahead in your retirement. May this time bring you joy, relaxation, and all the pursuits you've dreamed of.

Thank you for everything, and please stay in touch!

Warmest wishes,

[Your Name]

[Your Position]