

Dear [Colleague's Name],

As you prepare to embark on this exciting new chapter of your life, I wanted to take a moment to express my heartfelt appreciation for all the wonderful moments we've shared during your time here.

Your dedication, enthusiasm, and unwavering support have made a significant impact on both our team and the organization. You have not only been a remarkable colleague but also a true friend who has inspired us all with your passion and commitment.

While it's difficult to say goodbye, I am thrilled for you and this well-deserved retirement. May this new adventure bring you all the joy and relaxation you so richly deserve.

Thank you for everything. You will be greatly missed!

Warmest wishes,

[Your Name]