

# Farewell Message

Dear [Staff Name],

As you embark on this new chapter of your life, we want to take a moment to express our heartfelt gratitude for your dedicated service. Your contributions have made a lasting impact on our team and the organization as a whole.

Throughout your career, you have exemplified professionalism, commitment, and kindness. Your expertise and leadership have guided us through various challenges, and your friendship has enriched our workplace.

Although you will be greatly missed, we are excited for you as you step into retirement and enjoy all the adventures that await you. Remember that you will always be a part of our family.

Best wishes for a joyous and fulfilling retirement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]