

Retirement Announcement

Dear [Employee/Team],

It is with mixed emotions that I announce my retirement from [Company Name], effective [Retirement Date]. After [Number] years of dedicated service, I have decided to embark on a new chapter in my life.

I am incredibly grateful for the opportunities I've had to contribute to our team and the cherished relationships I've built over the years. Working with all of you has been a highlight of my career, and I will miss our collaboration and camaraderie.

In the upcoming weeks, I will ensure a smooth transition of my responsibilities. Please feel free to reach out to me at [Personal Email/Phone Number].

Thank you for your support and friendship. I wish you all continued success.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]