

Dear [Employee's Name],

As you prepare to embark on this exciting new chapter of your life, we want to take a moment to express our heartfelt appreciation for your years of dedicated service at [Company Name].

Your hard work, professionalism, and unwavering commitment have not only contributed to our success but have also inspired those around you.

We will greatly miss your presence, wisdom, and positive spirit. May your retirement be filled with joy, relaxation, and all the adventures you've dreamed of.

Thank you once again for everything. Enjoy every moment!

Sincerely,

[Your Name]

[Your Position]

[Company Name]