

Retirement Announcement

Dear Team,

I hope this message finds you well. It is with mixed emotions that I announce my retirement from [Company Name], effective [Last Working Day]. After [Number] years of dedicated service, I have decided it is time to embark on a new chapter in my life.

I wish to express my heartfelt gratitude for the support, friendship, and camaraderie that I have experienced during my time here. Working alongside such talented individuals has been one of the greatest privileges of my career.

While I will miss our daily interactions, I am excited about the new adventures that lie ahead. I hope to keep in touch with all of you, and I look forward to hearing about the continued success of [Company Name] in the future.

Thank you once again for everything. Wishing you all the best.

Sincerely,

[Your Name]

[Your Job Title]