

Exciting News!

Dear Friends and Colleagues,

As I prepare to hang up my boots (and my office chair), I want to share the news that I will be retiring on **date**. After **number** years of navigating the wonderful world of **industry/job role**, it's time for me to embark on new adventures--like finally learning to play the ukulele!

Thank you all for the incredible memories, laughter, and support over the years. I'll miss our coffee breaks, spontaneous brainstorming sessions, and, of course, those legendary office parties!

I hope to keep in touch and hear about all the great things you continue to accomplish. And remember, I'm just a phone call (or Facebook post) away!

Cheers to new beginnings!

Sincerely,

Your Name

Future Ukulele Pro and Full-time Adventure Seeker