

Retirement Announcement

Dear Team,

We are writing to announce the retirement of our esteemed colleague, **[Employee Name]**, who will be retiring on **[Retirement Date]**. After **[X years]** of dedicated service to **[Company Name]**, **[Employee Name]** has decided to embark on a new adventure.

[Employee Name] has been an integral part of our team, contributing immensely to our success and growth. Their commitment, creativity, and camaraderie will be greatly missed.

Please join us in celebrating **[Employee Name]**'s career and wishing them well in their retirement at a farewell gathering on **[Date and Time]** in **[Location]**.

Thank you, **[Employee Name]**, for everything. We wish you all the best in this new chapter of your life!

Sincerely,

[Your Name]
[Your Position]
[Company Name]