

# Retirement Announcement

Date: [Insert Date]

Dear [Recipient's Name/Team],

I hope this message finds you well. After [insert duration] years of dedicated service with [Company/Organization Name], I am writing to formally announce my retirement, effective [insert retirement date].

As I reflect on my time here, I am filled with immense gratitude for the opportunities I've had to grow both personally and professionally. The support from my colleagues and the friendships I've cultivated will always hold a special place in my heart.

I would like to extend my heartfelt thanks to each and every one of you for being a part of my journey. Your collaboration, encouragement, and shared experiences have made my career truly fulfilling.

Although I am excited about what lies ahead, I will greatly miss the camaraderie we've built and the projects we've tackled together. I hope to stay connected in the years to come.

Wishing you all continued success and happiness.

Warm regards,

[Your Name]

[Your Position]