

Retirement Announcement

Dear Team,

I am writing to inform you that after [number] years of dedicated service, [Employee's Name] has made the decision to retire, effective [Retirement Date]. We will be holding a staff meeting on [Meeting Date] at [Meeting Time] to celebrate [his/her/their] contributions and accomplishments.

Please join us in expressing our gratitude and wishing [Employee's Name] the best in this new chapter of life!

Best regards,
[Your Name]
[Your Position]