

Retirement Announcement

Dear Team,

It is with a mix of emotions that I write to inform you of the retirement of our esteemed colleague, **[Executive's Name]**, effective **[Retirement Date]**.

After **[Number of Years]** years of dedicated service, **[Executive's Name]** has decided to step away from their role as **[Executive's Position]**. During their tenure, they have made a tremendous impact, leading our company through various milestones and inspiring us all to achieve excellence.

Please join us for a farewell gathering on **[Date]** at **[Time]** in **[Location]**, where we can celebrate **[Executive's Name]**'s contributions and wish them well in their future endeavors.

We appreciate all that **[Executive's Name]** has done for our organization and will miss their leadership and guidance.

Best regards,

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