

# Retirement Acknowledgment

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

On behalf of [Agency Name], I would like to formally acknowledge your retirement from your role as a contractor with our agency. Your dedication and commitment to serving the community have made a significant impact, and we are truly grateful for your contributions over the years.

Throughout your time with us, you have exemplified professionalism and compassion, inspiring both colleagues and clients alike. Your efforts have not gone unnoticed, and you will be missed both personally and professionally.

As you move into this new chapter of your life, we wish you all the best in your future endeavors. May your retirement be filled with joy, relaxation, and all the pursuits you've been looking forward to.

Thank you once again for your service and all that you've done for [Agency Name].

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]