

# Retirement Announcement

Dear Team,

We are writing to share the bittersweet news that [Employee Name], our dedicated [Job Title], will be retiring from [Agency Name] effective [Retirement Date].

Throughout [his/her/their] [number] years of service, [Employee Name] has made a remarkable impact on our agency and the community we serve. [He/She/They] has been a true asset to our team, demonstrating commitment, compassion, and professionalism.

We invite you to join us in celebrating [Employee Name]'s career at a retirement gathering on [Date] at [Location/Time]. Let us come together to express our gratitude and wish [him/her/them] well on this new journey.

Thank you, [Employee Name], for your invaluable contributions. You will be greatly missed!

Sincerely,

[Your Name]  
[Your Job Title]  
[Agency Name]