

# Farewell to Our Esteemed Colleague

Dear Team and Community Members,

It is with mixed emotions that we announce the retirement of **[Employee's Name]**, who has dedicated over **[Number]** years to our agency. Throughout their career, **[Employee's Name]** has been a beacon of hope and support for countless individuals in our community.

We invite you to join us in celebrating their remarkable journey on **[Date of Celebration]** at **[Location]** from **[Time]**. This will be an opportunity to express our gratitude and share fond memories.

Thank you, **[Employee's Name]**, for your unwavering dedication and passion. You will be greatly missed!

Warm regards,

**[Your Name]**  
**[Your Position]**  
**[Agency's Name]**