

Retirement Tribute Letter

Date: [Insert Date]

Dear [Employee's Name],

As you prepare to embark on a new chapter in your life, we want to take this opportunity to express our heartfelt gratitude for your remarkable dedication and service to [Agency Name]. For [Number] years, you have been a beacon of compassion and commitment, helping countless individuals and families in their times of need.

Your unwavering support and selfless contributions have made a lasting impact on our community and have inspired many of your colleagues. Your ability to connect with clients and provide them with comfort and resources has been invaluable.

Although we are sad to see you go, we are also excited for you to embrace this well-deserved retirement. We hope that your days ahead are filled with joy, relaxation, and all the things you love most.

Thank you once again for your years of excellence and for being a cherished member of our team. You will be greatly missed!

With warmest regards,

[Your Name]

[Your Position]

[Agency Name]