

Official Retirement Announcement

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you that [Employee's Name], [Position] at [Company Name], will be retiring on [Retirement Date]. After [Number] years of dedicated service in the publishing industry, [he/she/they] has decided to embark on a new journey.

During [his/her/their] time here, [Employee's Name] has made significant contributions, including [list a few key achievements or contributions]. [His/Her/Their] passion for publishing and commitment to excellence have inspired those around [him/her/them].

Please join us for a retirement celebration in honor of [Employee's Name] on [Date of Celebration] at [Location/Platform]. This will be an opportunity to express our gratitude and share fond memories.

We wish [Employee's Name] all the best in this new chapter of life. [He/She/They] will truly be missed!

Warm regards,

[Your Name]

[Your Position]

[Company Name]