

Retirement Announcement

Dear Team,

I hope this message finds you well. It is with mixed emotions that I announce my retirement from my position at [Company Name], effective [Retirement Date]. After [number] years of dedicated service, I have decided to embark on a new chapter in my life.

Working alongside all of you has been a truly rewarding experience. I am grateful for the support, friendship, and memories we have created together. I will cherish the time spent at [Company Name] and the incredible projects we accomplished as a team.

I would like to extend my heartfelt thanks to each and every one of you for your collaboration and camaraderie. I look forward to staying in touch and wish you all continued success in your future endeavors.

Please join me for a farewell gathering on [Date] at [Location]. It would mean a lot to me to celebrate this transition with you.

Warm regards,
[Your Name]