

Retirement Advisory

Date: [Insert Date]

Dear [Employee's Name],

We are writing to formally recognize and celebrate your upcoming retirement from [Publishing House Name]. Your dedication and contributions over the years have played a significant role in our success and have left a lasting impact on our team and the publishing community.

Your retirement date is set for [Insert Retirement Date]. We would like to take this opportunity to express our gratitude for your hard work and commitment and to inform you of the next steps regarding your transition.

Retirement Process

- Please schedule a meeting with HR to discuss your retirement benefits and options.
- Complete the retirement application form by [insert deadline].
- Return all company property by your last working day.

Celebration Event

To honor your retirement, we will be hosting a farewell gathering on [Insert Date]. We hope you can join us as we celebrate your remarkable journey and share wonderful memories.

Thank you once again for your tireless efforts and unwavering dedication. You will be missed, and we wish you all the best in this new chapter of your life.

Sincerely,

[Your Name]

[Your Position]

[Publishing House Name]