

Retirement Announcement

Dear [Team/Colleagues/Publishers],

I am writing to inform you that I will be retiring from my position at [Company Name], effective [Retirement Date]. After [number] years in the publishing industry, it is time for me to embark on a new chapter of my life.

Working with such talented and dedicated colleagues has been one of the most rewarding experiences of my career. I am grateful for the opportunities I've had to contribute to [mention any specific projects or initiatives] and to be part of our amazing team.

I will cherish the memories we've created together and look forward to staying in touch. Please feel free to reach out to me at [personal email] or [phone number].

Thank you for your support and camaraderie over the years. I wish you all continued success at [Company Name].

Warm regards,

[Your Name]

[Your Job Title]