

Retirement Announcement

Dear [Team/Organization Name],

It is with mixed emotions that we announce the retirement of our esteemed coach, [Coach's Name], effective [Retirement Date]. After [number] years of dedicated service and remarkable leadership, Coach [Last Name] has decided to step down from their role.

Throughout their tenure, Coach [Last Name] has been instrumental in shaping not only the skills of our athletes but also instilling values of teamwork, discipline, and sportsmanship. Under their guidance, the team achieved [mention any notable achievements, championships, etc.].

We will forever be grateful for Coach [Last Name]'s commitment and passion. We invite everyone to join us in a farewell celebration on [Date of Event], at [Location], to honor and thank them for their outstanding contributions.

Thank you, Coach [Last Name], for everything. You will always be a cherished part of our [Team/Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Team/Organization Name]