

Retirement Announcement

Dear [League Official's Name],

It is with mixed emotions that we announce the retirement of [Player's Name], a valued member of the [Team Name] and a distinguished player in the [League Name]. After [number] years of dedicated service and outstanding performance, [he/she/they] has decided to hang up [his/her/their] uniform.

[Player's Name] has been a pivotal part of our team, contributing to numerous victories and displaying unparalleled sportsmanship both on and off the field. [He/She/They] has inspired many with [his/her/their] commitment and passion for the game.

We invite you to join us in honoring [Player's Name] at a special retirement ceremony on [date] at [location]. This event will celebrate [his/her/their] remarkable career and the impact [he/she/they] has had on our team and the league.

We appreciate your support as we bid farewell to an extraordinary athlete. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]
[Your Position]
[Team Name]