

# Retirement Announcement

Dear [Team/Staff Name],

We are writing to announce the retirement of our esteemed colleague, [Staff Member's Name], who has dedicated [number] years to [Team/Organization Name]. [He/She/They] has been an integral part of our success and has made significant contributions to our achievements.

[Staff Member's Name] has displayed unwavering commitment, passion, and leadership during [his/her/their] tenure with us. Over the years, [he/she/they] has not only inspired the team with [his/her/their] performance but also fostered a supportive and motivating environment for everyone around.

We invite you to join us in celebrating [Staff Member's Name]'s remarkable career at our retirement party on [Date] at [Time] in [Location]. Let's come together to honor [his/her/their] legacy and express our gratitude for [his/her/their] years of service.

Please join us in wishing [Staff Member's Name] all the best in this new chapter of [his/her/their] life. [He/She/They] will be greatly missed!

Warm regards,  
[Your Name]  
[Your Position]  
[Team/Organization Name]