

Farewell and Best Wishes!

Dear [Employee's Name],

As you prepare to embark on this new chapter of your life, we want to take a moment to express our heartfelt gratitude for your years of dedicated service at [Company Name]. Your contributions have been invaluable, and you have left a lasting impact on all of us.

Your professionalism, commitment, and positivity have been an inspiration to your colleagues. We will certainly miss your presence in the office, but we are excited for you as you step into retirement.

We wish you all the best as you pursue your passions and enjoy your well-earned leisure. Remember that you will always be a part of the [Company Name] family.

Thank you once again for everything. Enjoy your retirement!

Sincerely,
[Your Name]
[Your Position]
[Company Name]