

Retirement Send-off Letter

Dear [Employee's Name],

As you prepare to embark on this exciting new chapter of your life, we want to take a moment to express our heartfelt gratitude for your years of service and dedication to [Company/Organization Name]. Your contributions have made a significant impact, and you will be greatly missed.

We are organizing a retirement send-off on [Date] at [Time] in [Location]. It will be a wonderful opportunity for your colleagues to say their goodbyes and share in the joy of your retirement. Please join us for an evening filled with memories, laughter, and celebration.

Once again, thank you for everything. We wish you all the best on your retirement journey and in all your future endeavors.

Warmest regards,

[Your Name]

[Your Position]

[Company/Organization Name]