

Tribute to a Retiring Colleague

Date: [Insert Date]

Dear [Retiree's Name],

It is with a mix of joy and sadness that we come together to celebrate your retirement. As you embark on this new chapter in your life, we want to take a moment to honor the incredible impact you've had during your time with us.

Your dedication, hard work, and unwavering commitment have inspired us all. You have been more than just a colleague; you have been a mentor, a friend, and a guiding light in our professional journey. Your contributions have helped shape our team, and your legacy will continue to influence us for years to come.

As you step into this new phase, may it be filled with relaxation, adventure, and all the joy you so richly deserve. We wish you the very best in your retirement and look forward to hearing about your new endeavors.

Thank you for everything, [Retiree's Name]. You will be missed dearly.

Warm regards,

[Your Name]

[Your Position]

[Your Company]