

Farewell Letter to a Retiring Coworker

Dear [Coworker's Name],

As you prepare to embark on this new chapter of your life, I wanted to take a moment to express my heartfelt congratulations on your retirement. It has been a true privilege to work alongside you all these years.

Your dedication, wisdom, and kindness have made a significant impact on our team and the company as a whole. We will deeply miss your presence, laughter, and the positive spirit you brought to the office every day.

Thank you for the invaluable lessons, mentorship, and countless memories we shared. I hope you enjoy your well-deserved retirement, filled with exciting adventures, relaxation, and time spent with loved ones.

Stay in touch! Wishing you all the best in your future endeavors.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]