

Dear [Friend's Name],

As you prepare to embark on this exciting new chapter of your life, I want to take a moment to express my heartfelt appreciation for the incredible friend and colleague you have been.

Your dedication, hard work, and positive spirit have not only inspired those around you but have also created countless memories that I will cherish forever. The impact you have made in our lives is immeasurable.

Congratulations on your retirement! I wish you all the joy and relaxation that this well-deserved time brings. Let's celebrate this milestone together!

With warmest wishes,
[Your Name]