

# Dear [Retiree's Name],

As you embark on this new chapter of your life, I wanted to take a moment to reflect on the wonderful memories we've shared together. From the first day we met, your warmth and kindness have made a lasting impression on all of us.

One of my favorite memories is when we [insert specific memory], which always brings a smile to my face. Your ability to [describe a trait or talent] truly inspired me and many others around you.

Throughout the years, your laughter and wisdom have enriched our workplace and left a positive mark on our hearts. I will cherish our conversations, especially when we [insert another specific memory or shared event].

As you retire, know that you will be greatly missed but always remembered fondly. Wishing you all the best in your future adventures. May this new journey bring you as much joy as you've brought to us!

With warm regards,

[Your Name]