

# Letter of Gratitude

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

As you approach your well-deserved retirement, I want to take a moment to express my heartfelt gratitude for your invaluable contributions over the years. Your dedication, professionalism, and unwavering commitment have made a significant impact on our [team/company].

Throughout your tenure, you have exemplified what it means to be a true leader and a supportive colleague. Your hard work and passion have not only achieved outstanding results but have also inspired everyone around you.

Thank you for your years of service, your mentorship, and for being such a memorable part of our journey. Your presence will be greatly missed by all of us.

Wishing you all the best in this new chapter of your life.

Sincerely,

[Your Name]

[Your Position]

[Company Name]