

Dear [Recipient's Name],

I hope this message finds you well. As you consider taking this important step towards retirement, I want to take a moment to express my full support and encouragement for your decision.

Retirement is a significant milestone that brings new opportunities for relaxation, travel, and pursuing hobbies you may have set aside during your working years. It is a time to celebrate all of your hard work and dedication throughout your career.

As you embark on this new chapter, remember that it's natural to have mixed feelings about leaving behind the routine and the people you have worked with for so long. Embrace the excitement of the adventures that await you. Whether it's spending more time with family, volunteering, or exploring new passions, your journey can be as fulfilling as you choose to make it.

Know that I am here to support you during this transition. If there's anything you need or any way I can assist you, please don't hesitate to reach out. Your contributions have made a lasting impact, and you will be missed, but I am excited to see what lies ahead for you.

Congratulations on reaching this pivotal moment in your life. Wishing you joy and success in all your future endeavors!

Warm regards,

[Your Name]

[Your Title/Relationship]