

Letter of Appreciation

Date: [Insert Date]

Dear [Team Member's Name],

As you approach your retirement, we want to take a moment to express our heartfelt appreciation for your incredible contributions to our team. Your dedication, work ethic, and passion have inspired us all.

Throughout your [number] years with us, you have made a significant impact on both our projects and the lives of your colleagues. Your leadership in [specific projects or initiatives] has paved the way for our success.

We will truly miss your positive attitude and the camaraderie you brought to the workplace. However, we are excited for you as you embark on this new chapter of your life. We hope you find joy and fulfillment in every adventure that lies ahead.

Thank you once again for everything. You will always be a cherished member of our team.

Wishing you all the best in your retirement!

Sincerely,
[Your Name]
[Your Position]
[Company Name]