

Letter of Gratitude

Date: [Insert Date]

Dear [Employee's Name],

As you prepare to retire, we want to take a moment to express our heartfelt gratitude for your invaluable contributions to [Company Name]. Your dedication, hard work, and team spirit have significantly impacted our organization and the lives of those around you.

Over the years, your exceptional skills and unwavering commitment have led us to numerous successes. Your innovative ideas and leadership have set a standard that will inspire future employees for many years to come.

We will truly miss your presence, but we celebrate the legacy you leave behind. Wishing you boundless joy and fulfillment in your retirement.

Thank you once again for everything.

Warm regards,

[Your Name]

[Your Position]

[Company Name]