

Retirement Recognition Letter

Date: [Insert Date]

Dear [Employee's Name],

As you prepare to retire, we want to take this opportunity to express our heartfelt gratitude for your dedicated service and contributions to [Company Name]. Your commitment and hard work have made a lasting impact on our team and the organization as a whole.

Throughout your [Number] years with us, you have not only been a remarkable employee but also a valued colleague and friend. Your leadership and positivity have inspired many, and your legacy will continue to influence our work culture long after your departure.

We will miss your expertise and your cheerful presence in the office. However, we are excited for you as you embark on this new chapter in your life filled with relaxation and opportunities.

On behalf of everyone at [Company Name], we wish you all the best in your retirement. May it be filled with joy, health, and wonderful adventures!

Warm regards,

[Your Name]

[Your Title]

[Company Name]