

Dear [Employee's Name],

As you prepare to embark on this new chapter of your life, we want to take a moment to express our heartfelt sentiments regarding your retirement. Your dedication and commitment to our team have made a lasting impact, and your absence will certainly be felt.

Throughout the years, you have not only contributed to our success but have also inspired your colleagues with your unwavering work ethic and kindness. It is difficult to imagine our workplace without your presence.

We wish you all the best in your future endeavors. May this next journey be filled with joy, relaxation, and new adventures. You will always be a cherished member of our team.

With warmest regards,

[Your Name]

[Your Position]