

Dear [Recipient's Name],

I hope this message finds you well. As I prepare to retire, I wanted to take a moment to express my heartfelt gratitude for the time we've spent together at [Company/Organization Name].

It has been an amazing journey filled with unforgettable experiences and cherished memories. I am truly thankful for the support, friendship, and collaboration we have shared.

Although I will miss our interactions, I am looking forward to this new chapter in my life. Please keep in touch, as I would love to hear how you all are doing.

Wishing you all continued success and happiness.

Warm regards,
[Your Name]