

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As I prepare to retire from my position at [Company's Name] after [number] years, I want to take this opportunity to express my gratitude for the support and camaraderie I have experienced during my time here.

Working alongside such talented individuals has been one of the highlights of my career. I will cherish the memories we have created together and the lessons learned along the way.

I look forward to staying in touch and hope our paths cross again in the future. Thank you once again for everything.

Sincerely,

[Your Name]