

# Dear [Recipient's Name],

As I prepare to bid farewell to my career, I want to take a moment to express my heartfelt gratitude to each one of you. It has been an incredible journey, filled with cherished memories, valuable lessons, and lasting friendships.

Retirement marks the end of an era for me, but it also brings new beginnings and exciting adventures. I am looking forward to spending more time with my family, exploring new hobbies, and traveling to places I have always dreamed of visiting.

Each of you has played a significant role in my life. Your support, camaraderie, and encouragement have made my working years truly special. I will carry the lessons I've learned and the moments we've shared close to my heart.

Please keep in touch. I would love to hear from you, share memories, and continue our friendship outside the walls of the workplace. My email is [your email], and I would love to connect on social media.

Thank you once again for the amazing years. Wishing you all continued success and happiness in the future!

Warmest regards,

[Your Name]