

**Dear [Recipient's Name],**

I hope this letter finds you well. As I prepare to embark on a new chapter of my life, I wanted to take a moment to express my gratitude and share some reflections. My retirement marks the end of a significant phase, and I will always cherish the memories we created together.

Working alongside you and the entire team has been one of the most rewarding experiences of my career. I've learned so much and have been constantly inspired by your dedication and passion.

Although I am excited about the adventures that lie ahead, I will miss our daily interactions and the camaraderie we've built over the years. Keep in touch, as I would love to hear about your future endeavors and successes.

Thank you for being a wonderful colleague and for all the support you've given me throughout my career. Wishing you all the best in the future.

Sincerely,  
[Your Name]