

# Dear [Colleague's Name],

As you prepare to embark on this new chapter of your life, I wanted to take a moment to reflect on the many memories and moments we have shared together during your time here at [Company Name].

It feels like just yesterday when we first began working together. I still remember [insert a specific memory or anecdote], which truly encapsulates the spirit of teamwork and camaraderie you brought to the office.

Your positive attitude and unwavering support have made such a difference in our workplace. I am grateful for the times we spent [mention another specific moment or experience], as it showcased your incredible character and dedication.

As you step into retirement, know that you will be dearly missed. I hope you carry with you the warmth of the friendships you've built over the years. May your days be filled with joy and new adventures.

Wishing you all the best in this exciting new phase of life.

Warm regards,  
[Your Name]