

Voluntary Retirement Announcement

Date: [Insert Date]

To: All Staff

Subject: Announcement of Voluntary Retirement

Dear Team,

We are writing to announce the voluntary retirement of [Employee's Name], who has served [Number of Years] years with [Company Name]. After much consideration, [he/she/they] has decided to embark on a new chapter of [his/her/their] life.

During [his/her/their] tenure, [Employee's Name] made significant contributions to our organization, including [mention notable achievements or contributions]. [His/Her/Their] dedication and hard work have left a lasting impact and will be greatly missed.

We invite all team members to join us for a farewell gathering on [Insert Date] at [Insert Time] in [Insert Location] to celebrate [Employee's Name]'s achievements and wish [him/her/them] well in [his/her/their] future endeavors.

Thank you for your attention, and please join us in expressing gratitude to [Employee's Name] for [his/her/their] years of service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]