

Dear [Recipient's Name],

I am writing to congratulate you on your retirement. This is a remarkable milestone that marks the culmination of your dedicated service and hard work throughout your career.

Your contributions to [Company/Organization Name] have left an indelible mark, and you will be greatly missed by your colleagues and friends alike. Your leadership, commitment, and passion have inspired many, and we are grateful for the legacy you leave behind.

As you embark on this exciting new chapter of your life, I wish you joy, health, and happiness. Enjoy every moment of your well-deserved retirement!

Best wishes,

[Your Name]

[Your Position]

[Your Contact Information]