

# Retirement Announcement

Date: [Insert Date]

Dear [Team/Staff/Department],

It is with mixed emotions that I announce the retirement of [Employee's Name], who has been an integral part of our team for [number] years. [He/She/They] has decided to retire, effective [retirement date].

Throughout [his/her/their] career here at [Company Name], [Employee's Name] has shown exceptional dedication, professionalism, and a commitment to excellence. [He/She/They] have contributed significantly to [mention specific projects or contributions], leaving a lasting impact on our organization.

Please join us in expressing our gratitude for [his/her/their] service and honoring [his/her/their] accomplishments. We will be hosting a farewell gathering on [date] at [location] from [start time] to [end time]. Everyone is encouraged to attend and share memories.

We wish [Employee's Name] all the best in this new chapter of [his/her/their] life. [He/She/They] will be greatly missed.

Sincerely,

[Your Name]

[Your Position]

[Company Name]