

Dear [Employee's Name],

As you prepare to close this remarkable chapter of your life and step into retirement, we want to take a moment to celebrate the incredible journey you've had with us over the years.

From the very first day you walked through our doors in [Year], your dedication, hard work, and unwavering spirit have made a lasting impact on everyone around you. You have been more than just a colleague; you have been a mentor and a friend, sharing your wisdom and kindness at every turn.

We fondly recall the countless projects you led, the challenges you overcame, and the laughter we shared during our team gatherings. Your ability to bring us together, even during the toughest times, has been a true gift to us all.

As you embark on this new adventure of relaxation and exploration, remember that your legacy will live on within these walls. You will be missed deeply but celebrated forever in our hearts.

Congratulations on your retirement! Wishing you endless joy, adventure, and cherished memories ahead.

Warm regards,

[Your Name]

[Your Position]

[Company Name]