

# Farewell to a Wonderful Colleague

Dear [Retiree's Name],

As you prepare to embark on this new chapter of your life, we want to take a moment to express our heartfelt gratitude for the time we've spent together.

Your dedication, hard work, and leadership have been a source of inspiration for all of us on the team. We will always remember your kindness, wisdom, and the many laughs we've shared.

While we are sad to see you go, we are excited for you and the adventures that lie ahead. May your retirement be filled with joy, relaxation, and wonderful new experiences.

Thank you for everything, and please keep in touch!

Warm regards,

The [Team Name]