

Letter of Appreciation for Retirement

Date: [Insert Date]

Dear [Executive's Name],

As you prepare to embark on your well-deserved retirement, we wish to take a moment to express our heartfelt appreciation for your exceptional leadership and dedication during your time with [Company Name].

Your unwavering commitment, vision, and guidance have significantly shaped the company and set a standard of excellence that will inspire us for years to come. Your wisdom and integrity have influenced countless colleagues and have left a lasting legacy.

We are grateful for the invaluable contributions you have made, and while you will be dearly missed, we wish you all the best as you step into this new chapter of your life. May your retirement be filled with joy, relaxation, and new adventures.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Position]

[Company Name]