

Farewell Letter for [Retiree's Name]

Dear [Unit Name] Family,

As we gather to bid farewell to our esteemed colleague, [Retiree's Name], we reflect on the dedicated service and commitment they have shown throughout their [number] years in the military.

[Retiree's Name] has been an integral part of our unit, demonstrating leadership, camaraderie, and unwavering support for their fellow service members. Their contributions not only enhanced our mission but also enriched our lives.

As [he/she/they] embarks on this new chapter of [his/her/their] life, let us celebrate the memories we have created together. We wish [Retiree's Name] good health, happiness, and success in all future endeavors.

Please join us for a farewell gathering on [date] at [time] to honor [Retiree's Name].

Warm regards,

[Your Name]

[Your Position]

[Unit Name]