

Dear Team,

I am writing to share the news of my retirement, effective [Retirement Date]. After [Number] years of service, it is time for me to embark on a new chapter in my life.

Working alongside such talented individuals has been a privilege, and I will forever treasure the memories we've created together. I am grateful for the support, camaraderie, and countless experiences that have enriched my career.

Please stay in touch! You can reach me at [Personal Email Address] or [Phone Number]. I wish you all continued success and happiness.

Warm regards,
[Your Name]