

Retirement Announcement

Dear Team,

I hope this message finds you well. It is with mixed emotions that I announce my retirement from [Company Name], effective [Retirement Date]. After [Number of Years] years of service, I have decided to embark on a new chapter of my life.

Working alongside such talented and dedicated individuals has been one of the greatest joys of my career. I have cherished the moments we shared, the challenges we overcame, and the accomplishments we celebrated together.

As I prepare for this new journey, I want to extend my heartfelt gratitude for your support, friendship, and collaboration. I will miss each and every one of you.

Please join me for a farewell gathering on [Date and Time] at [Location]. It would mean a lot to me to see you all there and share some final memories.

Thank you once again for being such an important part of my journey. I wish you all continued success and happiness in your careers.

Warm regards,

[Your Name]

[Your Job Title]