

Retirement Notification

Dear Team,

I hope this message finds you well. I am writing to formally announce my retirement from [Company Name], effective [Retirement Date]. It has been an incredible journey, and I am grateful for the support and camaraderie I have experienced throughout my time here.

I want to thank each of you for your hard work, dedication, and friendship. I have learned so much from this team, and I will cherish the memories we have created together.

Please feel free to reach out to me at my personal email ([Your Email]) or phone ([Your Phone Number]) to stay in touch. I look forward to hearing from you!

Wishing you all the best for the future.

Sincerely,

[Your Name]

[Your Position]