

# Dear Team,

I hope this message finds you well. I am writing to inform you that I will be retiring from my position at [Company Name] effective [Retirement Date].

Please rest assured that I am committed to ensuring a smooth transition in the coming weeks. I will be working closely with [Name/Position] to hand over my responsibilities and to ensure that our projects continue to move forward without interruption.

I will cherish the memories and experiences we've created together and will look back fondly on my time here at [Company Name]. I hope to keep in touch and hear about all the amazing things you will accomplish in the future!

Thank you all for your support and friendship throughout the years.

Wishing you all the best,

[Your Name]

[Your Position]