

# Retirement Announcement

Dear Team,

I am writing to share the news that I will be retiring from my position at [Company Name] effective [Retirement Date]. After [Number] years of dedicated service, I have decided to embrace this new chapter in my life.

Working alongside such talented and passionate colleagues has been a true privilege. I am incredibly grateful for the memories we have shared and the support you have all given me throughout my career.

Please join me for a farewell gathering on [Date] at [Location/Event], where we can celebrate together and share some wonderful memories.

Thank you all for being a significant part of my journey. I will cherish the friendships we have formed.

Wishing you all continued success!

Sincerely,  
[Your Name]