

Retirement Announcement

Dear Friends,

I hope this message finds you well. I am writing to share some exciting news--I am retiring!
After [number] years of working in [your profession/industry], I have decided to take this next step in my life.

My last day at [Company/Organization] will be [date]. It is a bittersweet moment for me, as I will miss my wonderful colleagues and the friendships I have built over the years. I look forward to spending more time with family and embracing new adventures.

I would love to celebrate this milestone with you all. Please join me for a farewell gathering on [date and time] at [location]. It would mean a lot to me to see you there and to reminisce about the wonderful memories we have shared.

Thank you for your support and friendship throughout my career. I am excited about this new chapter and hope to stay in touch!

Warmest regards,

[Your Name]