

Retirement Announcement

Dear Team,

We are writing to inform you that after dedicated years of service, **[Employee Name]** will be retiring from **[Company Name]** on **[Retirement Date]**.

[Employee Name] has been a valuable member of our team since **[Start Date]** and has contributed immensely to our success. We will miss their expertise, leadership, and kindness.

Please join us for a retirement celebration on **[Celebration Date]** at **[Location]** from **[Start Time]** to **[End Time]**. This will be a great opportunity to show our appreciation and share memories.

We wish **[Employee Name]** all the best in this new chapter of life! Thank you for your hard work and dedication.

Warm regards,

[Your Name]
[Your Title]
[Company Name]