

Retirement Announcement

Dear [Team/Company Name],

It is with a mix of emotions that I announce my retirement from [Company Name], effective [Last Working Day]. After [Number] years of service, I have decided to embark on a new chapter in my life.

Throughout my time here, I have had the privilege to work alongside some truly remarkable individuals. I am incredibly grateful for the friendships and experiences I have gained, which I will cherish forever. Together, we have achieved so much, and I am proud to have been part of such a dedicated team.

I want to extend my heartfelt thanks to each of you for your support and collaboration. I will miss our daily interactions, the laughter, and the incredible teamwork. Please stay in touch, as I will always carry fond memories of my time at [Company Name].

Wishing you all continued success in the future. Thank you once again for everything.

Warm regards,

[Your Name]

[Your Contact Information]