

Farewell and Gratitude Letter

Dear [Recipient's Name],

As I prepare to embark on my retirement journey, I wanted to take a moment to express my heartfelt gratitude to you and the entire team. Working at [Company/Organization Name] has been one of the most rewarding chapters of my life, and it's a bittersweet feeling to say goodbye.

Throughout my career, I have been fortunate to collaborate with such talented and dedicated colleagues. Your support and friendship have meant the world to me, and I will cherish the memories we've created together.

I am immensely proud of what we've accomplished as a team, and I leave with a sense of fulfillment and gratitude. While I look forward to this new chapter, I will deeply miss our daily interactions and the camaraderie we shared.

Thank you once again for the wonderful experiences and unending support. Please stay in touch!

Warmest regards,

[Your Name]

[Your Contact Information]