

Retirement Farewell Announcement

Dear Team,

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

I want to take this opportunity to express my heartfelt gratitude to each of you for the support, friendship, and unforgettable experiences we have shared. Working alongside such talented individuals has been a true privilege.

Please join us for a farewell gathering on [Date] at [Time] in [Location] to celebrate our time together and share stories. I look forward to seeing you all there!

Wishing you all continued success and happiness.

Warm regards,

[Your Name]