

Subject: Announcement Regarding [Employee Name]'s Retirement

Dear Team,

I am writing to share the news that [Employee Name], our [Job Title], has decided to retire. Their last day with [Company Name] will be [Date].

During [Employee Name]'s [Number] years with the company, they have been an integral part of our team. Their contributions to [Department or specific projects] have been invaluable, and their presence will be missed by all who have worked with them.

We invite you to join us for a farewell gathering on [Date] at [Time] in [Location/Virtual Link] to celebrate their career and wish them well.

Please join me in thanking [Employee Name] for their hard work and dedication, and wishing them a very happy and relaxing retirement.

Best regards,

[Your Name]

[Your Title]