

**To:** All Staff / [Department Name] Team

**From:** [Your Name/Senior Leadership]

**Date:** [Date]

**Subject:** Retirement Announcement for [Manager's Name]

Dear Team,

I am writing to announce that [Manager's Name], our Department Manager for [Department Name], has decided to retire. Their last day with the company will be [Date].

[Manager's Name] has been with [Company Name] for [Number] years. During their tenure, they have been instrumental in [mention one or two key achievements, e.g., launching the X project or growing the Y team]. Their leadership and dedication have left a lasting impact on our department and the company as a whole.

While we are sad to see [him/her/them] go, we are incredibly happy for [Manager's Name] as they embark on this new chapter of life. We wish them the very best in their retirement.

We will be hosting a farewell gathering on [Date] at [Time] in [Location/Link] to celebrate [Manager's Name]'s career. We hope you can join us.

Details regarding the transition plan and leadership for the [Department Name] will be shared in the coming weeks.

Please join me in thanking [Manager's Name] for their years of service and wishing them a wonderful retirement.

Best regards,

[Your Name]

[Your Title]