

Subject: Retirement Announcement: [Employee Name]

Dear Team,

After [Number] years of dedicated service to [Company Name], I am writing to announce that [Employee Name] will be retiring on [Last Working Date].

Since joining us in [Year], [Employee Name] has been an integral part of our growth and success. Throughout their tenure, they have contributed significantly to [Key Department or Project] and have served as a mentor to many of us. Their expertise, leadership, and positive presence in the office will be deeply missed.

While we are sad to see [Employee Name] leave, we are incredibly grateful for the legacy they leave behind. We wish them nothing but the best as they begin this exciting new chapter of life, filled with well-deserved relaxation and time with family.

We invite you to join us in celebrating [Employee Name]'s career on [Date of Event] at [Time] in [Location/Link]. Please stop by to share your favorite memories and offer your well wishes.

Congratulations, [Employee Name], on a remarkable career!

Best regards,

[Your Name]  
[Your Title]  
[Company Name]