

To: All Staff / [Department Name]

From: [Your Name/Management Name]

Date: [Date]

Subject: Retirement Announcement - [Employee Name]

Dear Team,

I am writing to share the news that [Employee Name] has decided to take an early retirement. Their last day with [Company Name] will be [Date].

During their [Number] years with us, [Employee Name] has been an invaluable member of the [Department] team. They have contributed significantly to [mention a specific project or achievement], and their presence will be greatly missed by all who have worked with them.

While we are sad to see them go, we are incredibly happy for [Employee Name] as they begin this new chapter of their life. We wish them nothing but the best as they enjoy more time with family, travel, and personal hobbies.

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

In the interim, any questions regarding [Employee Name]'s current projects should be directed to [Contact Person Name].

Sincerely,

[Your Name]

[Your Title]