

To: All Staff / [Department Name]

From: [Name of Sender/Management]

Date: [Current Date]

Subject: Retirement Announcement - [Retiring Employee Name]

Dear Team,

I am writing to announce that [Employee Name] will be retiring from [Company Name], effective [Date of Retirement].

After [Number] years of dedicated service, [Employee Name] has decided to transition into this next chapter of life. During their tenure as [Job Title], [Employee Name] has been an integral part of our team and has contributed significantly to [mention a key project or achievement].

While we are sad to see [him/her/them] go on such short notice, we are incredibly grateful for the hard work and expertise [he/she/they] shared with us. [Employee Name]'s presence in the office will be greatly missed by all.

Please join us in the [Location, e.g., Breakroom/Conference Room] on [Date] at [Time] for a brief farewell gathering to celebrate [Employee Name]'s career and wish [him/her/them] a happy retirement.

Regarding workflow, [Name/Department] will be handling [Employee Name]'s immediate responsibilities during this transition period. Please direct any urgent inquiries to [Name] at [Email/Phone].

We wish [Employee Name] the very best in all [his/her/their] future endeavors.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]