

To: All Employees

From: [Name of HR Representative] and [Name of Department Head/Direct Supervisor]

Date: [Insert Date]

Subject: Retirement Announcement for [Employee Name]

Dear Team,

We are writing to announce that after [Number] years of dedicated service, [Employee Name] has decided to retire from [Company Name], effective [Last Working Date].

[Employee Name] joined us in [Year] as a [Original Job Title] and currently serves as [Current Job Title]. Throughout their tenure, they have been an integral part of the [Department Name] team. We particularly want to highlight their contributions to [Mention 1-2 key projects or achievements].

While we are sad to see such a valued colleague leave, we are incredibly happy for [Employee Name] as they embark on this next chapter of their life. Their professionalism, expertise, and positive attitude will be greatly missed by everyone who had the pleasure of working with them.

Please join us in celebrating [Employee Name]'s career. We will be holding a farewell gathering on [Date] at [Time] in [Location/Link].

In the interim, please direct any questions regarding [Employee Name]'s current responsibilities to [Name of Contact Person].

We wish [Employee Name] the very best in their retirement and thank them for their many years of hard work and commitment.

Sincerely,

[Signature]
[Name of HR Representative]
[Job Title]

[Signature]
[Name of Department Head/Supervisor]
[Job Title]