

CERTIFICATE OF SERVICE

This is to certify that [Employee Full Name] has been employed by [Company Name].

Employment Period: [Start Date] to [End Date/Retirement Date]

Last Position Held: [Job Title]

Key Responsibilities: [Briefly list main duties]

This certificate is issued upon retirement in recognition of their dedicated service and contributions to the organization.

Issued on: [Date of Issue]

[Authorized Signature]

[Name and Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

To [Employee Name],

Subject: Official Notification of Retirement

Dear [Employee Name],

We are writing to formally acknowledge and accept your retirement from your position as [Job Title], effective [Final Working Date].

On behalf of [Company Name], we would like to express our sincere gratitude for your [Number] years of service. Your hard work, professionalism, and commitment have played a vital role in our success. It has been a privilege to have you as part of our team.

We wish you a very happy, healthy, and fulfilling retirement. May this next chapter of your life be filled with joy and relaxation.

Sincerely,

[Signature]

[Name of Manager/HR Head]

[Title]