

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

On behalf of [Company Name], I would like to formally congratulate you on your retirement. Your final day of service will be [Last Working Date].

We want to express our sincere gratitude for the [Number] years of dedication and hard work you have given to this organization. Your contributions to the [Department Name] department have been invaluable, and your presence will be greatly missed by your colleagues and leadership alike.

During your tenure, you played a key role in [Mention a specific project or achievement]. Your professionalism, expertise, and commitment to excellence have left a lasting impact on our company culture.

We wish you the very best as you embark on this new chapter of your life. May your retirement be filled with health, happiness, and relaxation.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]