

[Company Letterhead]

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

On behalf of [Company Name], I would like to congratulate you on your upcoming retirement. Your final day with the company will be [Date].

We want to formally acknowledge the significant contributions you have made during your [Number] years of service. Your dedication to the [Department] team and your expertise in [Specific Area/Skill] have been instrumental to our success. Your professional commitment has set a high standard for your colleagues.

We are grateful for the time and effort you have invested in this organization. You will be greatly missed by your peers and the leadership team alike.

Please find enclosed information regarding your retirement benefits and final administrative steps. Our HR department is available to assist you with any questions during this transition.

We wish you a long, healthy, and happy retirement. Thank you for your years of hard work.

Sincerely,

[Signature]

[Manager Name]

[Manager Title]

[Company Name]