

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Address]

Dear [Recipient Name],

On behalf of the entire executive team and the Board of Directors, I would like to formally congratulate you on your retirement from [Company Name].

Your leadership as [Job Title] has been instrumental in shaping the culture and success of this organization. Over the past [Number] years, your dedication to talent development, organizational excellence, and employee well-being has left an indelible mark on our company. You have been a trusted advisor and a champion for our most valuable asset: our people.

While we will miss your strategic insight and steady hand, we are thrilled for you as you embark on this next chapter of your life. We hope that your retirement is filled with the same passion and joy that you brought to your work every day.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]