

[Date]

[Employee Name]  
[Employee Job Title]  
[Department]

Dear [Employee Name],

On behalf of [Company Name], I would like to formally congratulate you on your upcoming retirement, effective [Last Working Date].

We want to express our sincere gratitude for the [Number] years of dedicated service you have given to this organization. Your commitment to excellence and your contributions to the [Department Name] department have played a vital role in our collective success. Specifically, your work on [mention a specific project or achievement] has left a lasting impact that will be remembered by your colleagues and leadership alike.

Beyond your professional achievements, your presence in the office will be greatly missed. You have been a valued mentor to many and a dependable pillar of our team. It has been a privilege to work alongside you.

We wish you a long, healthy, and happy retirement. May this next chapter of your life be filled with joy, relaxation, and the fulfillment of all your personal goals.

Please join us for a farewell gathering in your honor on [Date] at [Time] in [Location].

With sincere appreciation,

[Your Signature]

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