

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

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

We want to express our sincere appreciation for your [Number] years of dedicated service. Your hard work, professionalism, and commitment have been vital to the success of the [Department Name] department and the company as a whole. Your contributions, particularly in [Specific Achievement or Project], have left a lasting impact on your colleagues and the organization.

It has been a pleasure working with you. While we are sad to see you go, we are excited for this next chapter of your life. We hope that your retirement is filled with relaxation, joy, and the opportunity to pursue your personal interests.

Thank you once again for your loyalty and excellence throughout your tenure. We wish you the very best in all your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Job Title]
[Company Name]