

[Date]

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

Dear [Recipient Name],

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

As you prepare to transition into this new chapter, we want to express our deepest appreciation for your [Number] years of dedicated service. Your contributions as [Job Title] have been instrumental to our growth and success. Your leadership, expertise, and mentorship have left a lasting impact on your colleagues and the organization as a whole.

We are particularly grateful for [mention a specific achievement or quality, e.g., your guidance during the merger / your commitment to excellence]. You have been a cornerstone of this company, and your presence in the office will be greatly missed.

We wish you a long, happy, and fulfilling retirement. Thank you for your unwavering commitment and for being an integral part of our history.

Sincerely,

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