

[Your Name]
[Your Title]
[Organization Name]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]

Dear [Recipient Name],

On behalf of the entire team at [Organization Name], I would like to formally congratulate you on your retirement. While we celebrate this new chapter in your life, we also wish to express our profound gratitude for your exceptional leadership over the past [Number] years.

Your vision and guidance have been instrumental in the growth and success of this organization. Under your direction, we achieved significant milestones, including [Mention specific achievement or project]. Beyond the professional successes, your commitment to integrity and mentorship has shaped the culture of our workplace and inspired all of us to strive for excellence.

We are deeply thankful for the time and energy you have invested in this organization. Your legacy will continue to influence our operations and values long after your departure.

Please accept our best wishes for a happy, healthy, and fulfilling retirement. We hope you enjoy this well-deserved time with your family and friends.

Sincerely,

[Your Signature]

[Your Printed Name]