

[Date]

To: All Union Members and Local [Union Number] Staff

From: [Your Name/Executive Board]

Subject: Retirement Announcement for [Retiree Name]

Dear Brothers and Sisters,

After [Number] years of dedicated service and unwavering commitment to our union, [Retiree Name] has announced their official retirement, effective [Date].

Since joining our ranks in [Year], [Retiree Name] has been a pillar of strength for Local [Union Number]. Throughout their tenure, they have served in various capacities, including [List positions, e.g., Shop Steward, Treasurer, Committee Member]. Their leadership has been instrumental in [mention one or two key achievements, e.g., securing fair contracts, improving safety standards, or mentoring younger members].

[Retiree Name]'s contributions have helped shape the rights and benefits we all enjoy today. Their deep knowledge of our history and their passion for workers' rights will be greatly missed by everyone on the shop floor and in the union hall.

We invite you to join us in celebrating [Retiree Name]'s career on [Date] at [Time] at [Location] for a retirement reception.

Please join us in wishing [Retiree Name] a long, healthy, and happy retirement. We thank them for their years of solidarity and hard work.

In Solidarity,

[Your Signature]

[Your Title]

[Union Name/Local Number]