

Retirement Announcement Letter

Subject: Retirement Announcement “ Mr. David Harris

Dear Colleagues,

It is with mixed emotions that we announce the retirement of Mr. David Harris, our long-serving Finance Manager, effective December 31, 2025. David has been an essential part of our organization for more than 25 years, contributing greatly to our financial success and company culture.

We will be holding a farewell gathering on December 20 to celebrate his outstanding career and wish him all the best in his retirement. His professionalism, wisdom, and mentorship will be greatly missed.

Please join us in thanking David for his dedication and service. We wish him health, happiness, and fulfillment in the next chapter of his life.

Sincerely,

[Your Name]

CEO, [Company Name]

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