

Formal retirement appreciation letter

Subject: Thank You for Your Distinguished Service

Dear [Employee Name],

As you embark on your well-deserved retirement, I want to express our heartfelt gratitude for your exceptional dedication and service to [Company Name] over the past [number] years.

Your contributions have been immeasurable, from your innovative approach to [specific projects/responsibilities] to your mentorship of countless colleagues. You have consistently demonstrated the highest standards of professionalism and integrity, setting an example that will continue to inspire our team long after your departure.

The impact you've made on our organization extends far beyond your direct responsibilities. Your collaborative spirit, problem-solving abilities, and unwavering commitment to excellence have helped shape our company culture and drive our success.

While we will greatly miss your expertise and presence, we are excited for you as you begin this new chapter. You leave behind a legacy of achievement and a team that is stronger because of your leadership.

Please know that you will always be welcomed back as part of our [Company Name] family. We wish you health, happiness, and fulfillment in your retirement.

With sincere appreciation and best wishes,

[Your Name]

[Your Title]

[Company Name]

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