

Retirement Announcement Letter

It saddens us to announce the retirement of [employee name]. [His/her] last working day will be [date].

[Employee name] has been an integral part of our company for the last [duration]. [His/her] contributions will always be valued and remembered. [His/her] hard work, commitment, and dedication are worthy of admiration. [Employee name] will be greatly missed. Filling [his/her] shoes will be an almost impossible task.

As a tribute, the company is organizing a dinner party on [date] to honor and appreciate an esteemed employee and a great person.

On behalf of every one in [company name], I would like to wish [him/her] the best of luck.

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