

Retirement exit letter

Subject: Retirement Acknowledgment

Dear [Employee Name],

It is with respect and gratitude that we acknowledge your retirement from [Company Name], effective [Retirement Date]. Your years of dedicated service and commitment have been invaluable.

We extend our best wishes for your health, happiness, and future endeavors. Please coordinate with HR for the handover process and retirement benefits.

Thank you once again for your significant contributions.

Warm regards,

[Your Name]

[Your Position]

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