

Casual Retirement Reply Letter

Subject: Cheers to Your Retirement!

Hi [Employee Name],

Thanks for letting us know about your retirement. It's hard to imagine the office without you, but we're excited for the adventures that await you!

Your sense of humor, hard work, and positivity made every day better. Wishing you lots of relaxation, travel, and fun in this next chapter of your life.

All the best,

[Your Name]

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