

Celebrating Career Achievement

Subject: Congratulations on Your Retirement!

Dear [Employee Name],

What a moment this is! After [Number] incredible years with our organization, you've earned this well-deserved retirement. Your resignation letter marks the end of an era, and I want to take this opportunity to celebrate your remarkable career.

From your early days in [Department] to your leadership role in [Current Position], you've been a guiding force and mentor to countless colleagues. Your institutional knowledge, wisdom, and steady presence have shaped our organization's culture and success.

We're planning a proper send-off celebration, and I hope you'll allow us to honor your contributions appropriately. You've touched so many lives here, and we want to give everyone a chance to express their gratitude.

While we'll miss your expertise and leadership, we're thrilled that you'll finally have time to pursue [Personal Interests/Plans]. You've more than earned this new chapter of relaxation and adventure.

Please know that you'll always be part of our organizational family. We hope you'll visit often and keep us updated on your retirement adventures.

With deep appreciation and warmest wishes,

[Your Name]

[Your Title]

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