

Heartfelt Retirement Acceptance Letter

Subject: Wishing You a Happy Retirement

Dear [Employee Name],

It is with mixed emotions that we accept your retirement from [Organization Name], effective [Retirement Date]. Your dedication and passion have left a lasting mark, and your presence will be truly missed.

We hope your retirement brings you joy, relaxation, and new opportunities. Thank you for your remarkable contributions and commitment throughout your career with us.

Warm regards,

[Sender Name]

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