

Formal acknowledgement of retirement

Subject: Acknowledgement of Your Retirement

Dear [Employee's Name],

On behalf of the entire organization, I wish to formally acknowledge your retirement effective [date]. Your dedication, hard work, and commitment over the years have been invaluable, and your contributions have left a lasting impact.

We thank you for your years of loyal service and the positive influence you have had on both the team and the company as a whole. While we are sad to see you leave, we celebrate the legacy you leave behind.

We wish you happiness, health, and fulfillment in this new chapter of your life.

Sincerely,

[Your Name]

[Your Position]

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