

Heartfelt retirement acknowledgement

Subject: With Gratitude and Warm Wishes on Your Retirement

Dear [Employee's Name],

It is with both joy and sadness that we acknowledge your retirement. Joy, because you now have the opportunity to enjoy more time with family and pursue your passions; sadness, because we will deeply miss your presence in the workplace.

Your dedication, wisdom, and kindness have shaped our team and inspired us in countless ways. The relationships you built here will remain strong, and your positive spirit will be remembered.

May this next stage bring you peace, adventure, and endless joy.

With warm regards,

[Your Name]

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