

Serious acknowledgement of retirement

Subject: Formal Acknowledgement of Retirement

Dear [Employee's Name],

This letter serves as a formal acknowledgement of your retirement from [Company Name], effective [date]. Your years of service have greatly contributed to the success and growth of this organization, and we are sincerely grateful for your dedication.

Your leadership and professionalism will be missed by all who had the privilege of working with you. We thank you for your loyalty and wish you every success and happiness in retirement.

Respectfully,

[Your Name]

[Your Title]

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