

Acknowledgement by colleagues

Subject: Wishing You the Best in Retirement

Dear [Colleague's Name],

On behalf of the entire team, we want to acknowledge your retirement and let you know how much we will miss you. You have been more than just a colleague—you have been a mentor, a friend, and a source of inspiration.

The workplace won't be the same without your humor, guidance, and encouragement. We celebrate your retirement with you and wish you many happy years filled with health and new adventures.

Warm regards,

[Team or Department Name]

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