

Informal Retirement Announcement Email

Subject: Exciting News â€” Retirement Ahead!

Hi Everyone,

I wanted to share the news that I will be retiring from [Company Name] on [Retirement Date]. Itâ€™s been an incredible journey, and I am thankful for all the wonderful memories and friendships I have made along the way.

Looking forward to staying in touch and celebrating this new chapter together!

Warm regards,

[Your Name]

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