

Heartfelt Retirement Announcement Letter

Subject: Retirement Announcement with Gratitude

Dear Colleagues,

It is with mixed emotions that I announce my retirement from [Company Name], effective [Retirement Date]. These years have been fulfilling, thanks to the support, guidance, and collaboration of all of you.

I leave with cherished memories and a deep sense of gratitude for the opportunities I've had to grow professionally and personally.

Warm regards,

[Your Name]

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