

Formal congratulations on retirement

Subject: Congratulations on Your Retirement

Dear [Recipient's Name],

On behalf of the entire team, I want to extend my heartfelt congratulations on your retirement. Your years of service, dedication, and leadership have made a lasting impact on our organization. We deeply appreciate your commitment and the values you brought to your work every day.

While we will surely miss your presence in the office, we are also excited for you as you begin this new chapter in life. May your retirement be filled with relaxation, joy, and fulfillment.

Congratulations once again, and thank you for everything you have done.

Sincerely,

[Your Name]

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