

Heartfelt congratulations message

Subject: Heartfelt Congratulations on Your Retirement

Dear [Recipient's Name],

As you retire, I want to take a moment to express how much your work, kindness, and spirit have meant to everyone around you. You have been more than a colleague—you've been a mentor and a friend.

Your contributions will always be remembered, and the bonds you've formed here will last a lifetime. May your retirement bring you peace, happiness, and time to do all the things you've always dreamed of.

With warm regards,

[Your Name]

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