

Formal retirement letter of appreciation

Subject: Appreciation for Your Dedicated Service

Dear [Employee Name],

On behalf of [Organization Name], I would like to express our deepest appreciation for your exceptional service and dedication over the years. Your contributions have been invaluable in achieving our organizational goals and nurturing a positive workplace environment.

As you retire on [Retirement Date], we celebrate your remarkable career and wish you a fulfilling and joyful retirement. Your legacy will continue to inspire all of us.

Sincerely,

[Your Name]

[Position / Organization]

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