

Emotional and personal appreciation letter

Subject: Heartfelt Appreciation on Your Retirement

Dear [Employee Name],

As you approach your retirement, I want to sincerely thank you for your unwavering commitment and outstanding contributions. Your passion, mentorship, and positive spirit have left an indelible mark on our team.

We will always remember your guidance and dedication. Wishing you health, happiness, and fulfillment in the new chapter of your life.

Warm regards,

[Your Name]

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