

Informal and friendly appreciation email

Subject: Congrats on Your Retirement!

Hi [Employee Name],

I just wanted to drop a note to say a huge thank you for all the hard work, guidance, and laughter youâ€™ve shared with us over the years. Your contributions have made a lasting impact.

Wishing you a wonderful retirement filled with relaxation, fun, and new adventures!

Best,

[Your Name]

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