

Official retirement letter from organization

Subject: Recognition of Service Upon Retirement

Dear [Employee Name],

This letter is to formally acknowledge and appreciate your dedicated service at [Organization Name] from [Start Date] to [Retirement Date]. Your commitment, expertise, and leadership have been instrumental in shaping our success.

We honor your achievements and wish you continued happiness and success in your retirement years.

Sincerely,

[Your Name]

[Title / Department]

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