

Team appreciation letter

Subject: Our Appreciation on Your Retirement

Dear [Employee Name],

On behalf of the entire team, we would like to extend our heartfelt gratitude for your outstanding contributions. Your guidance, support, and camaraderie have enriched our workplace.

We will miss you greatly and wish you happiness, health, and enjoyment in your retirement.

Sincerely,

[Team Name / Representative]

[Organization Name]

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