

Heartfelt Retirement Letter

Subject: Retirement Announcement

Dear [Manager's Name],

It is with a mix of joy and nostalgia that I write to inform you of my retirement from [Company Name], effective [Retirement Date]. The journey here has been immensely fulfilling, and I am grateful for the relationships, learning, and experiences gained.

I will cherish the memories and hope to maintain the connections formed during my career. Thank you for your mentorship and support throughout these years.

Warm regards,

[Your Name]

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