

Informal Retirement Letter

Subject: Moving On – Retirement Announcement

Hello Team,

I wanted to share that I will be retiring from [Company Name] as of [Retirement Date]. Working with you all has been an incredible journey, filled with learning, laughter, and unforgettable moments.

I will miss our camaraderie and hope to keep in touch outside the office. Thank you for making this workplace feel like a second home.

Cheers,

[Your Name]

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