Emotional and personal retirement notification

Subject: Announcing My Retirement

Dear Team,

After much reflection, I have decided to retire from my role at [Company Name] effective [Retirement Date]. It has been an honor to work alongside such talented colleagues and mentors.

I will always cherish the memories, lessons, and friendships formed during my time here. Thank you all for your support, encouragement, and camaraderie.

Warm regards,

[Your Name]

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