

Informal and friendly retirement announcement email

Subject: Retirement Announcement

Hi Everyone,

I wanted to share that I will be retiring from [Company Name] on [Retirement Date]. Working with you all has been a fantastic journey filled with great experiences and laughter.

Looking forward to staying in touch and enjoying the next chapter of life!

Best,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/retirement-notification-letter>