Sample Retirement Announcement

Dear colleagues,

It is with mixed emotions that I announce my retirement from this wonderful company. After [insert number] years of dedicated service, I have decided to hang up my hat and enjoy the next phase of my life.

It has been an honor and a privilege to work alongside such talented individuals and contribute to the growth and success of this organization. I have made many lasting friendships and memories during my time here, and I am grateful for the opportunities and experiences that have come my way.

As I move on to the next chapter of my life, I want to express my sincere gratitude to everyone who has supported me and made my time here so rewarding. I will miss you all but I am confident that this organization will continue to thrive and achieve great things.

Thank you again for everything.

Sincerely,

[Your Name]

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