Casual retirement announcement email to colleagues

Subject: Heading Into Retirement!

Hi Everyone,

I wanted to share some news with you all â€“ I will be retiring from [Company Name] on [date]. It feels both exciting and a little surreal after all these years!

Iâ€™ve truly enjoyed working with such amazing colleagues and friends. Thank you for making my time here so memorable. From the laughs we shared to the challenges we conquered, it has all meant so much to me.

Letâ€™s make sure to catch up before I leave â€“ maybe over coffee or a quick chat. Iâ€™ll definitely miss seeing you every day.

Warm regards,

[Your Name]

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