Heartfelt message to staff

Subject: With Gratitude as I Retire

Dear Team,

It is with mixed emotions that I announce my retirement from [Company Name], effective [date]. This has been more than just a workplace for me; it has been a family and a second home.

I am grateful for the countless memories, the shared achievements, and the wonderful people who have made my journey so fulfilling. Leaving is not easy, but I carry with me friendships and lessons that will last a lifetime.

I wish you all continued success, happiness, and growth. Please know that my door (and my phone) will always be open.

With gratitude,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/sample-retirement-announcement