Internal announcement for staff bulletin

Subject: Celebrating the Retirement of [Name]

Dear Colleagues,

We would like to announce that [Employeeâ€™s Name] will be retiring from [Company Name] on [date], after [number] years of outstanding service.

Throughout their career, [Name] has been an integral part of our team, contributing greatly to our growth and success. Their dedication, expertise, and warmth will be remembered fondly.

Please join us in wishing [Name] a happy, healthy, and fulfilling retirement. Details of a farewell gathering will be shared soon.

Best wishes,

[Organization/Department]

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