

Formal acknowledgment of retirement gift

Dear [Manager's Name/HR Department],

I would like to formally express my sincere appreciation for the retirement gift presented to me on behalf of [Company Name]. The [specific gift] was both thoughtful and generous, and I am honored to have received such recognition.

Throughout my [number] years with the company, I have had the privilege of working with exceptional colleagues and contributing to meaningful projects. This gift serves as a wonderful testament to the relationships built and achievements accomplished during my tenure.

Please extend my gratitude to all team members who contributed to making this gesture possible. The thoughtfulness behind this gift reflects the collaborative and caring culture that has made my time at [Company Name] so rewarding.

I look forward to maintaining the professional relationships I've built and wish the company continued success in all future endeavors.

Respectfully yours,

[Your name]

[Your title]

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