

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. As you approach your retirement, I wanted to take a moment to express my heartfelt appreciation for all the years we have shared together at

[Company/Organization Name].

From your first day until now, you have been an inspiration to us all. Your dedication, hard work, and unwavering commitment to excellence have left an indelible mark on the team and the organization as a whole.

I will always cherish the memories of [share a specific moment or experience]. Your guidance helped me grow in ways I never thought possible, and your kindness made the workplace a better environment for everyone.

While it is hard to say goodbye, I am genuinely excited for you as you embark on this new chapter of your life. May your days be filled with joy, relaxation, and all the adventures you've dreamed of.

Please keep in touch, and know that your legacy will continue to inspire us long after your departure.

Wishing you all the best in your retirement!

Warm regards,

[Your Name]