

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

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

Dear [Recipient's Name/Team/Colleagues],

I hope this letter finds you in great spirits. As I approach my retirement, I would like to take a moment to reflect on my journey and express my heartfelt gratitude.

From the first day I joined [Company/Organization Name], I have been fortunate to work alongside some of the most dedicated and talented individuals. Together, we have faced challenges and celebrated successes that will forever hold a special place in my heart.

[Share a personal anecdote or memorable experience].

As I step into this new chapter of my life, I want to encourage each of you to continue striving for excellence and supporting one another. The bonds we have formed and the lessons learned will linger on in my memories.

Thank you once again for the support, camaraderie, and wonderful experiences. I will truly miss each one of you.

Wishing you all the best in your future endeavors.

Warm regards,

[Your Name]