

[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 well.

As I prepare to retire from my position at [Company/Organization Name], I wanted to take a moment to express my heartfelt gratitude for the time we have spent working together.

[Share a personal memory or anecdote about your time working together, highlighting any meaningful experiences or accomplishments.]

I have truly appreciated your support, guidance, and friendship throughout my career. Your collaboration has made a significant impact on my journey, and I will cherish these memories.

As I embark on this new chapter in my life, I look forward to staying in touch. Please feel free to reach out at [Your Phone Number] or [Your Email Address].

Wishing you all the best in your continued endeavors.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]