

[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],

I hope this message finds you well. As I prepare to retire after [number] years at [Company Name], I wanted to take a moment to express my heartfelt gratitude to each of you.

Reflecting on my time here, I am filled with wonderful memories and lasting friendships. I have truly enjoyed collaborating with such a talented and dedicated team. The experiences we shared have significantly shaped my professional journey, and for that, I am deeply thankful. As I take this next step toward retirement, I am excited about the new adventures that await, but I will sincerely miss the daily interactions and camaraderie we had.

Please keep in touch! You can reach me at [personal email address/phone number].

Thank you once again for everything, and I wish you all continued success and happiness.

Warm regards,

[Your Name]
[Your Job Title]