

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude as I prepare to retire from my position at [Company/Organization Name]. It has been a wonderful journey, and I have appreciated every moment spent working with you and the entire team.

During my time here, I have learned and grown tremendously, and I am thankful for the support and encouragement I have received from my colleagues and management. The bonds I have formed and the experiences we have shared will always hold a special place in my heart.

I am excited about this new chapter in my life, but I will surely miss working alongside such talented individuals. Thank you once again for everything. I look forward to staying in touch.

Warm regards,

[Your Name]