

*[Your Name]*

*[Address]*

*[City, State ZIP Code]*

*[Email Address]*

*[Date]*

*[Recipient Name]*

*[Address] [City, State ZIP Code]*

Dear [Recipient Name],

I am writing to express my heartfelt congratulations on your well-deserved retirement. Your years of dedicated service and hard work have left a lasting impression on all of us, and it has been an honour to work alongside you.

Your contributions to the company have been invaluable, and you will be missed by all your colleagues. Your passion and commitment to your job have inspired us all, and we are grateful for the many lessons you have taught us.

I hope that your retirement will be filled with peace, happiness, and good health. Please enjoy your well-earned time off and know that you will always be remembered for your contributions to our company.

Once again, congratulations on your retirement. I wish you all the best in your future endeavours.

Warmest regards,

*[Your Signature] [Your Name]*