

*[Your Name]*

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

*[Email Address]*

*[Date]*

*[Receiver's Name] [Title]*

*[Organization Name]*

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

*Dear [Receiver's Name],*

As I approach my retirement, I wanted to take a moment to express my heartfelt gratitude for the opportunities and experiences I have had while working at [Organization Name].

I have been blessed to work with such an amazing team of people, and I am grateful for all of the support, encouragement, and friendship that I have received over the years. I will always look back on my time here with fond memories.

I would like to extend my deepest thanks to you and the entire organization for the support you have provided me throughout my career. I am proud of the work we have accomplished together, and I am confident that the organization will continue to thrive in the future.

I wish you all the best and I look forward to keeping in touch.

*Sincerely, [Your Name]*