

Retirement Announcement Letter to Staff

[Date]

To,

[Staff Member's Name]

Subject: Retirement Announcement for [Retiring Person's Name]

We are sad to see [Retiring Person's Name] go, but we are happy that he is able to retire after so many years of dedicated service.

[Retiring Person's Name] has contributed [# of years] of experience to this company, and his achievements will not be forgotten. Please join me in wishing him the best in the next steps of his journey.

He has been a loyal and hardworking employee, and we will miss him dearly. We wish him all the best in his retirement, and we know that he will enjoy spending more time with his family and friends.

There will be a retirement party held for him next weekend, and separate emails will be sent out to everyone. You may RSVP in the front office if you would like to attend.

Thank you, [Retiring Person's Name], for everything. You will be truly missed.

Sincerely,

[Name of CEO]