## Simple acknowledgement email

Subject: Congratulations on Your Retirement

Hi [Employee's Name],

I just wanted to take a moment to acknowledge your retirement and thank you for everything you've done during your time here. Your hard work and dedication have not gone unnoticed, and we'II truly miss having you around.

Best wishes for your retirementâ€"may it be filled with happiness and relaxation.

Regards,

[Your Name]

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