

## Formal Retirement Letter

Dear [Employee Name],

We wish to formally acknowledge your upcoming retirement from [Company Name] effective [Retirement Date]. It has been a privilege to have you as part of our team for the past [Number of Years] years. Your dedication, commitment, and professionalism have greatly contributed to our success.

We thank you for your outstanding service and wish you a fulfilling and happy retirement. Please consider this letter as our official recognition of your retirement and the commencement of any applicable benefits.

Warm regards,

[Manager Name]

[Position]

[Company Name]

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