

Brief general appreciation message

Subject: Thank You and Farewell

Dear Everyone,

As my retirement date approaches, I want to take a moment to thank each of you for making my time at [Company Name] so meaningful and rewarding.

Working here has been more than just a job – it's been a journey filled with learning, growth, and wonderful relationships. Your professionalism, creativity, and collaborative spirit have made coming to work a pleasure.

I'm grateful for the opportunities I've had, the challenges that helped me grow, and most importantly, the friendships I've formed along the way.

Thank you for everything. I wish you all continued success and happiness.

Best regards,

[Your Name]

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