

Ladies and gentlemen,

Today, we gather to honor and celebrate a remarkable chapter in the life of our dear colleague and friend, [Employee's Name]. As [he/she/they] embarks on a well-deserved retirement, we want to express our heartfelt gratitude for [his/her/their] incredible contributions to our team.

[Employee's Name], your dedication and hard work have been an inspiration to us all. Your positive spirit and unwavering commitment have left a lasting impact on everyone here. It's not just the projects you completed or the goals you achieved; it's the kindness, wisdom, and encouragement you've shared with each of us along the way.

Thank you for always being a guiding light and for helping create a workplace where everyone felt valued and motivated. Your legacy will continue to inspire us long into the future.

We wish you all the joy and relaxation in this new chapter of your life. May you find fulfillment and happiness in all the adventures that retirement brings. You will be greatly missed, but we are so excited for you and the journey ahead.

Congratulations, [Employee's Name], and thank you for everything.