

Ladies and gentlemen,

I hope this message finds you well. I stand before you today to share a personal announcement. After [number] years of dedicated service, I have decided to retire from my position as [Your Position] at [Company/Organization Name], effective [Retirement Date].

This decision was not made lightly, as it has been an honor and a privilege to work alongside such talented and dedicated individuals. During my time here, I have been fortunate to witness and contribute to many achievements and cherished moments. I am immensely grateful for the support, friendship, and collaboration I have experienced throughout my career.

I would like to express my deepest gratitude to [Specific Colleagues, Mentors, or Teams] for their guidance and partnership. Your unwavering dedication and support have made my journey truly rewarding.

I am confident that [Company/Organization Name] will continue to thrive and achieve new heights. Although I am stepping away from my professional role, I look forward to exploring new opportunities and adventures in this next chapter of life.

Thank you all for being a significant part of my journey. I am excited to stay connected and cheer you on from afar.

With heartfelt appreciation,

[Your Name]