

Sure, here's a simple example:

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Hello everyone,

Thank you for gathering here today. I wanted to take a few moments to share some news with you all personally. After much thought and reflection, I have decided to retire at the end of this month.

Working alongside each of you has been one of the great joys of my career. The support, laughter, and collaboration we've all shared will be cherished memories that I carry with me into this new chapter.

I am incredibly grateful for the friendships and experiences I've gained here. Thank you all for being not just colleagues but also wonderful companions on this journey. I am confident that the great work and spirit of this team will continue to flourish and achieve amazing things.

Though I'll miss seeing you all every day, I am excited for what lies ahead and look forward to staying in touch. Again, thank you for everything.

Warm regards,

[Your Name]