

Sample of retirement announcement letter template

From,

Date: (-----)

To,

Subject: Retirement party announcement letter

Dear Team members,

This letter is a formal notice informing you all about the successful completion of ----- years (number of years). The company is proud to announce the retirement of ----- (name of the employee) from the post of ----- (designation of the employee). On this wonderful occasion, the organization is planning to host a retirement party in the honor of ----- (name of the employee). You are cordially invited to attend the party and be a part of this occasion and congratulate him/her. The hard work and dedication of ----- (employee name) is known to everyone and after years of hard work, we would like to take this opportunity to present him/her with a token of gift. So, being the senior member of the team, I would like to take this opportunity to request each member of the team to donate ----- amount towards the purchase of the gift as a remembrance.

The retirement party will be held at ----- (venue name), starting from ----- to ----- (time). The party will include dancing, games and dinner and then with the gift presenting ceremony in the end. Hoping this event to be a great remembrance for everyone and will be awaiting your presence.

Regards,
