

Retirement Congratulatory Letter

From,

— (Name of the sender)

To,

— (Name of the retiree)

— (Address of the retiree)

Subject: Congratulations note for retirement

Dear XYZ,

This letter is to congratulate you on your retirement from — (Organization name). During your — (tenure years) years of hard work and service, you have not added value through your valuable inputs, but have also touched the lives of people working with you. Also you have always received appreciation from the client you have been working for over the years. You have been a motivation for the team, but also it is all about efforts and willingness to make your work count at your workplace.

Be it any occasion or office program, you have been always a responsible person to not only take a part in it, but also others as well to give their best in it. Your subordinates have always looked up to you for handling the team and tasks with such efficiency and ease. Even after completing your years of service, you are open for continuing through part-time option and project based work, which is a positive sign of your dedication towards your work and interest.

We surely appreciate and motivate your efforts throughout these years. We all will miss you, your smiling face and work that have been adding value to your everyday.

Best regards,

ABC (Name of the sender)