[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: RETIREMENT ANNOUNCEMENT**

Dear [CONTACT NAME],

It gives me great pleasure to announce that [NAME] is retiring from his/her position as [TITLE] effective [DATE].

[NAME] started with [COMPANY] in [YEAR] as a [FUNCTION], eventually working his/her way up to [TITLE]. When I first started here in [YEAR], [NAME] helped me better understand the challenges associated with my work. I remember him/her giving me some precious advice on [SPECIFY]. I’m sure we’ve all learned similar lessons from [NAME] about how to be better [FUNCTION].

*In re*tirement, [NAME] plans to move to [CITY] to be closer to his/her children and grandchildren. He/she told me yesterday he/she also plans to pursue the novel he/she has wanted to write. He/she is happy about having more time to improve his/her golfing. We wish him/her well.

We are having a retirement party at lunch this coming Friday to honour [NAME] as he/she retires from our staff. A buffet lunch will be served and we’ll all toast to a wonderful and productive retirement for a top [TITLE] whom we will all miss.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]