Your Name

Title

Company Name

Date

Recipient Name

Title

Dear (Recipient’s Name)

I would like to congratulate you for successfully completing your work tenure at ABC Company. It surely is a well-deserved retirement for you after 20 years of diligent and hard work. As your coworker, I feel happy for you since now you can finally enjoy a relaxing time with your family.

You have been a great asset to the organization. Our projects always succeeded under your guidance. As the company’s (job title), you brought many valuable clients through your sincere hard work. Everyone at the office will always remember you as an inspiration.

As a colleague, it has been a great experience working with you. I shall always remain thankful to you for all your support and guidance over the years. I must say I have become quite accustomed to taking your advice before performing any major office tasks. You will surely be missed greatly.

I wish you all the best for your future. You have devoted your precious time for the company all these years. It is now time that your family enjoys your time and presence. I suggest you plan a family vacation to celebrate your retirement. Do visit the mountains for a peaceful retreat to take a break from this city life that you have been living for years.

I am sure you are going to miss the office as much as we are going to miss you here. You are welcome to visit us any time you like. It will be a pleasure to see you again. So, drop in whenever you feel like.

Sincerely,

Your Name