[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Congratulations on Retirement**

Dear [name of the Recipient],

It’s so great to know that you have retired with grace and respect from [mention Organization Name]. On behalf of the management of the organization, please accept my heartiest congratulations to you on this memorable moment. This organization will never ever forget your services for its growth and development.

You have always been a loyal worker and a humble colleague. Your professionalism and expertise have always led the organization to achieve great milestones. Your joyful company and your loyalty to the organization will be remembered forever. Once again, many congratulations to you and your family. Now it’s time for you to relax and enjoy your life.

Thanks a lot and stay blessed!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]