

Dear Sam,

You have been part of our team for over 20 years. Starting from preparing for team meetings and coordinating with clients, your efforts for the company are hard to be expressed in words. Similarly, the achievements you have earned by putting sheer hard work into each and every task, no amount of words can amply describe that.

The service you have rendered in these years has added to the company's success run. Employee like you are hard to find and even harder to let go. As a team, we are happy to announce that now you have to start a new phase in your life. This phase will provide plenty of time for yourself and your family.

We all, at XYZ co, wish you a very happy and blissful retirement. Thank you Sam for being part of our team and adding that magic.

Yours faithfully,

Team Marketing

Company address