



---

To,

Fred (Fredrick Hampton)

It gives us immense pleasure to announce that after successfully completing XX years in the company, you are now proceeding towards your retirement phase. By serving these many years, you are eligible to take rest at home and spend lots of quality time with family.

You have set an example in the company for serving your full employment period. During which your achievement and adherence to code of conduct will continue to inspire many other employees in the organization. We have been very lucky to have you as part of our procurement team.

As a company, we have policy to surprise our retiring employees with a personalized gift. So, please don't forget to collect that from our HR department.

Thanks for your service. We wish you luck.

<Organization name>