

To Dave,

Since, this is your last day with the company; we are not letting you retire with heavy heart. Parting ways though is not easy, but we would like to congratulate you and wish you all the luck on this day. It was a pleasure to have you as a senior employee of the sales team. Your devotion and hard work will be missed by the team and the company for years to come. The experience and expertise shown by you in all these years have set a unique example in front of us. Our company has always valued the efforts made by you and achievements will continue to inspire us further.

As now you proceeding towards retirement, we are happy for you. And we would like to extend our warm wishes to you and your family. Thanks for being part of our family.

Yours sincerely

<Team name>/<Organization name>