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Hello Miranda,

We are delighted to announce your retirement today. We, at <company name>, are grateful to have you services for XX years and the dedication which you put in, day in and day out in company's growth.

The successful completion of projects under your guidance has inspired many teams in the organization. Your capabilities require no eulogies. Yet, we would like to state that the company has seen commendable success under your leadership and team handling experience that stretched to across the continents. It would be difficult to find another match like you and fill the void that you will leave us in.

Post retirement, there is a chance to keep in touch with activities in the company through a mentoring program. You can sign up and check the kind of leadership training you can impart to different teams. This is however, an optional program which you can join.

We extend our heartfelt gratitude for being part of our success.

Sincerely,

<Company name>

<address or contact>