

Have a fabulous retirement Matt

This is the last day of yours at XX corporation and as our most appreciated and valued team members, we congratulate you. From the past 21 years, you have maintained same levels of dedication towards every project that was assigned to you. Starting from your boss, colleagues to juniors, you have set high standard of delivery in all these years of service. Not merely the zeal to deliver with perfection but your energetic stance has contributed in the performance of the entire team. We are immensely grateful to have employed you with us.

Thanks for serving the company with such commitment and passion. It will hard to let you leave the company but your achievements and work style will keep on inspiring us forever. At the same time, we are happy that now you will be able to give your time to your family.

We will miss you. Happy retirement.

<Company name>

<address>

<contact details>