

Hey Kelly,

Parting ways is never easy, especially when dedicated employees like you say goodbye to us. With much feelings and gratitude in our heart, we would like thank you for giving your services for XX years. Since, it is your last day in the organization and you will be moving towards the retirement phase of your life, we extend our warm wishes on the day.

On behalf of the company and your team, we reiterate that you have been among the best employees in the past XX years. Your hard work and skills have led valuable additions all through these years. Many tasks which looked impossible at first, were taken care by you and completed without any hassles.

The guidance given by you to junior members has been exceptional, equally. Plus, your selflessness has left a deep impression which can't be leveled easily. We appreciated your presence and will surely feel your absence.

Here's wishing you a beautiful journey ahead.

Team XYZ