Name of Sender
Address of Sender
City, State, Zip Code

DATE

Name of Retiree
Address of Retiree
City, State, Zip Code

Dear Name of Retiree,

I want to wish you the warmest congratulations on your retirement. I understand that you will be leaving the office on DATE. I will miss your positive and enthusiastic attitude, because you always kept me looking at the bright side of life.

Your extraordinary ability to keep the team on task in a perfectly harmonious way is a good example of your professionalism and attention to detail. I sincerely hope we can live up to your example and continue with our new team leader in the same way, although I doubt anyone has your infectious laugh and good humor.

I know retirement isn't going to slow you down, so I won't tell you to relax, and I wish you all the best in your new endeavor of environmental consultant for construction companies. Please keep in touch and let me know how you are doing with an email now and then. My address is Name@email.com. I'll be watching your Facebook and Twitter pages for your news.

Congratulations again for a job well done in Name of Company.

Sincerely,

Signature of Sender
Printed Name of Sender