**Retirement**

The nice part about retiring from doing what you do so well is there is no more rushing around to meet deadlines and complete tasks. You'll have lots of time to make all your dreams come true. The bad part is how much we will miss the pleasurable experience of working with you. We wish you the all the best and thank you for your years of dedication, enthusiasm and team spirit.

**Promotions**

Congratulations on your recent promotion! We know you will tackle this new venture with the same passion and dedication you've displayed as part of our cohesive team and will quickly establish yourself as a valued employee in your new role. Working alongside of you has been an honor and privilege, and we know you will continue to succeed in this new phase of your professional career.

**Transfers and Lateral Moves**

We wish you the best both professionally and personally as you move into your new position within our company. While we will miss the day-to-day interaction with you - you've been an indispensable part of our team - we know you will continue to do well and achieve major milestones.

**Health** **Related Departures**

Words are inadequate to express our gratefulness and appreciation of the incomparable work performance and attitude you've displayed during your tenure with our company. Saying goodbye is never easy, and it's even more difficult with an employee like you who has been such a vital part of our team and corporate community. We wish you call the best as you enter into a new phase of your life.

**Other Careers**

Congratulations on your new job - good for you! While we will miss you and have fond memories of working with you, we wish you well and hope you attain all the success you deserve. Your loyalty and work ethic have been an inspiration to us all.