**Retirement Thank You Letter**

MM/DD/YY

[Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear [Name],

As I retire from my position this month, I want to thank you for giving me such a wonderful opportunity to work, learn, and grow with this organization. Working for this company has contributed greatly to both my personal and professional development. After 24 happy and productive years, I leave with many memories to cherish for the rest of my life.

I want to express my sincere gratitude for the support youâ€™ve offered me over the years. We have shared a wonderful work relationship as well as friendship. All of your support has made working here an enjoyable and rewarding experience.

Also, thank you for the wonderful retirement party. I really appreciated all of the kind words and well wishes. As I look forward to a new life after my retirement, I will certainly miss the enjoyable time I have spent working with you.

Sincerely,

[Your Name]