

Retirement announcement email - Sample

From: Mary Rostando, Lead Editor <leadeditor@doesntexist.com> Date: Tuesday, August 1, 2012

To: Staff and Employees

Subject: The retirement of Allen Lester

As you may or may not know, Allen has finally come to the time of retirement, which saddens us all but it's finally time. The retirement will be taking place at September 1 as his final day of working here at the station.

Allen started here as a janitor in 1940 with a strong thirst for knowledge and a will to succeed. I remember how devoted he was when I first got here in 1970 as one of the reporters here and how devoted he was to excellence. It was uncanny to meet someone like him.

Whenever someone in the office needed help, Allen was the first one to volunteer his services. After his last day here, Allen plans on moving to Florida to live the rest of his live near a golf course and pursue some casual golf with his retired friends and family. We wish Allen well in whatever it is that he does and where ever life takes him.

We thank you Allen for all you have done for us.

Sincerely,

Mary