

CONGRATULATIONS ON RETIREMENT

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Introduction

This kind of letter is written in order to congratulate a person on his/her retirement from a job in a particular company. The letter is written by the chief or executive of the company giving the person, the best regards for the rest of the life. This congratulations is given in order to provide the person with a due thanks for his/her support to the company for so many years.

Congratulations on retirement Tips

Some specific rules to write the letter:

- The letter must be written in a fully formal language as it is an official letter.
- The letter must not contain any mistake or error, and hence must be checked once after writing.
- Proper vote of thanks or best wishes must be show in the letter.
- A full support to the person, on behalf of the company, even after the retirement, can be mentioned in the letter.

Sample Congratulations on retirement

From,

Date: _____ (date of writing the letter)

To,

Subject: congratulations on retirement

Respected XYZ,

By this letter, I, ABC, manager of MNO, would like to congratulate you on this special day, that is your retirement from the job, on behalf of the company. I'd take the great pleasure to thank you for your full support to our company since the day you joined. Especially your hardwork and contributions for the company will always be remembered. We'll really miss your presence because it had been great to have you as an employee in our company.

We wish you the best of your luck for the further life. We hope you'll fully enjoy this new stage of life when you are free to spend happy moments in your life with your family and grand children, without being bound at any point.

Thanking you,

Yours sincerely,

Name and signature

Congratulations on retirement Template

From,

Date: _____ (date of writing the letter)

To,

Subject: best wishes on retirement

Respected _____ (name and designation of the receiver),

We'd like to take the pleasure of congratulating you on this very special day of your life, i.e. your retirement. It's been great to have you as an employee in this company for the last _____ (number of years) years. We'd really like to thank you for your honesty and hardwork for the betterment of the company.

We wish you a good luck for the rest of your life. Hopefully you'll happily lead this new life of freedom. We'll always remember you and will miss your presence in the company as well as in the various projects. You always have been a genuine worker to the company and we assure you with the full support from the company even after your retirement.

Thanking you,

Yours faithfully,

Name and signature

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