

RETIREMENT APPRECIATION LETTER

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Introduction

When we are working in an organization, it becomes very difficult for us to leave the same when retirement comes. This is because apart from professional relationship, we also develop a personal and emotional bonding with our team members. The objective of writing a retirement appreciation letter is to appreciate the person who is retiring from his work for all his good deeds and his contribution in taking the organization to greater heights of success. By doing so, we are making him feel special.

Retirement Appreciation Letter Tips

Following points should be considered for writing an effective retirement appreciation letter:

- Firstly it is vital to write the appreciation letter with respect and sincerity as the person retiring is the senior most employee of the organization.
- It is worthwhile to mention his contributions and achievements in the letter.
- Tone of the letter should carry a warmth and leave a personal touch, though being formal
- Letter should be brief and concise
- Once you are through writing the letter, please recheck the same for some amendments, if needed.

Sample Retirement Appreciation Letter

To,

Mr. Peter Walter

Senior Accounts Manager

Scott International

Atlanta

Date (Date on which letter is written)

From,

Edward Samuel

General Manager

Scott International

Sub: Retirement appreciation letter

Dear Mr. Walter,

It is really getting tough for me to write this letter on your retirement. Your 40 years tenure with the company is now about to end but you will always remain special for us. You have served the organization with sheer dedication and honesty. The way you have handled the accounts department is commendable. All the staff members respect you a lot for your timely support as and when needed by them.

I am really grateful to you for your contribution in the organization and have no words to appreciate your sincerity with us. I am really feeling sad from within as you are leaving, but it is a saying that "the show must go on".

I wish you all the best for your future endeavors.

Thanking you,

Yours sincerely'

Edward Samuel

Retirement Appreciation Letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear Mr. _____ (Name of the person),

It is getting very tough for me to write this letter on your retirement. You have served _____
(Name of the organization) for _____ (Time period) years with sheer dedication and taken it to
greater heights. My eyes are wet while writing this letter to you.

It is worthwhile to mention that you are an excellent team player and handled each and every
situation with positive attitude and maintained the discipline of the company.

I wish you all the best for your future endeavors.

Yours sincerely'

(_____)

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