**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

It offers me a feeling of mixed expressions and emotions when I announce the retirement of Mr. Jack, as the Department head from our company services with effect on 16th June. You have been working with us for 20 years and have shown high degree of dedication and gratitude since the day you joined. You were famous among the co-workers for your knowledge and reasoning.

Taking your service of 20 years in to consideration, you will be paid an extra month’s salary as allowance and other personal payments will be handed over. In these long years of service, the efforts and hard work you have taken on behalf of your work cannot be measured.

Feel free to contact us if you need assistance.

We wish you all the best of health and happiness in you retired life.

Regards,

**[Write Complete Name Here]**

[Contact]