Dear Team,

It seems like yesterday, when I took up the job of a manager in this company ten years before. With your support and co-operation, we were able to do the impossible and make our company reach at the top.

Time seems to fly and now is the day when I am finally getting retired. I want to thank you all for all your kind support in helping me to achieve my targets. With the final note of thanks, I would want to wish all the very best in your lives and career ahead and say a goodbye.

Best Regards,

Mr. John