**Sample Retirement appreciation letter**

Mr. George Mathew,

503Eastwood Company,

Lancaster Avenue,

Box 3000,

Malvern,

PA- 19366

Dear Mr. Ken,

After 30 years of service here at Eastwood Company as Vice President, it is hard to believe that you have reached retirement. It is tough for me to see you going today, but congratulations on your retirement.

During your tenure here at Eastwood Company, you have given generously of your talents and strengths. We are grateful for all your dedications and are left with no words for appreciation. Your efforts have helped this company grow to the position it enjoys today. We hope you have enjoyed being here. My eyes are wet at this moment of time when you are leaving us.

Mr. Ken, as you begin your retirement, we hope that you are able to fully enjoy the leisure you have earned.

Wish you a happy life ahead.

With Warmest regard,

George Mathew

Chief Executive Officer