**Sample Retirement wishes letter**

Wednesday, 24-05-10

Sam
Vibgyor Enterprises
PO Box 555525
Houston
Texas
77230, USA

Dear John,

I am extremely delighted with the news of your retirement. You have had a great career with the company and on retiring you will be eagerly waiting to spend quality time with your loved ones.

It is time for you to say goodbye to all the working tensions and welcome your pension. Your support and contribution to the company is beyond explanation.  It was great working with you.  I have gained confidence and courage to tackle problems under your supervision and I will be missing you greatly at work.

Now that you are retiring, I wish you all the success and prosperity for a wonderful future ahead. Have fun and adventure travelling to all the places you have longed to visit. Keep in touch through mails and calls.

Yours Sincerely

Sam
Admin-Head