
Retirement Letter to Coworkers

Dear Team,


I hope this message finds you well. I am writing to share some personal news with you all. After 25 wonderful years at Innovative Solutions Inc., I have decided to retire from my position as Senior Project Manager, effective August 31, 2024.

As I reflect on my time here, I am filled with gratitude for the incredible experiences and memories we have created together. Working alongside such a talented and dedicated group of individuals has been one of the most rewarding aspects of my career. Your support, collaboration, and friendship have made every day enjoyable and meaningful.

Together, we have faced challenges, celebrated successes, and continuously strived for excellence. I am proud of what we have accomplished as a team and am confident that you will continue to achieve great things in the future.

I want to express my heartfelt thanks to each of you for your kindness, support, and camaraderie. Your professionalism and dedication have been inspiring, and I have learned so much from each of you. It has truly been an honor to be part of such a remarkable team.

As I move into retirement, I am looking forward to spending more time with my family and pursuing personal interests that have long been on hold. While I am excited about this new chapter, I will deeply miss the daily interactions and the collaborative spirit that makes our workplace so special.



Please know that I am committed to ensuring a smooth transition and will do everything I can to support you during this period. If there is anything specific you need from me, please do not hesitate to ask.

Thank you once again for the incredible journey. I look forward to staying in touch and hearing about your continued successes.

Warmest regards,

Patricia Anderson