

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Title/Relationship, if applicable]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am truly honored and deeply touched to have received the beautiful personalized retirement plaque. Your thoughtful and generous gift means so much to me and serves as a lasting reminder of my years with [Company/Organization Name]. The care that went into customizing the plaque with my name and years of service makes it even more special, reflecting the genuine appreciation and kindness of my colleagues.

As I retire, I will cherish this wonderful keepsake, which not only commemorates my time here but also the meaningful relationships and memorable experiences I have had. I am grateful for your recognition and the warm wishes you have shared with me as I begin this new chapter.

Thank you once again for your heartfelt gesture and for making my retirement so memorable. I will always look back fondly on my time at [Company/Organization Name] and the people who made it such a rewarding experience.

With sincere appreciation,
[Your Name]