

Formal Thank-You Letter for Generous Retirement Gift

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

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to extend my deepest gratitude for the generous retirement gift I received from you and everyone at [Company/Organization Name]. I am truly touched by your thoughtfulness and kindness in honoring my retirement with such a meaningful gesture.

The gift is a wonderful reminder of the many years I have spent among colleagues who value and appreciate one another. Your generosity and consideration mean a great deal to me, and I feel fortunate to have been part of such a supportive and dedicated team.

As I embark on this new chapter in my life, I will fondly remember the experiences, friendships, and opportunities I have enjoyed during my time at [Company/Organization Name]. Thank you once again for making my retirement even more memorable with your thoughtful gift and your good wishes.

Please convey my thanks to the entire team. I hope our paths will cross again in the future.

Sincerely,
[Your Name]