Retirement announcement email

Send it two to four weeks before the last day, once the retiree has approved the wording and the transition plan is set. For senior or client-facing roles, tell key clients and direct reports first, then send the wider announcement the same day.

TEAM ANNOUNCEMENT FROM THE MANAGER

Subject: [Employee Name] is retiring on [Last Day]

Hi team,

After [Number] years with [Company], [Employee Name] is retiring. Their last day will be [Last Day].

[Employee Name] joined us in [Year] as [First Role] and has been our [Current Role] since [Year]. Over that time they [two specific contributions, e.g. trained most of the people on this floor, and built the escalation process we still use today].

From [Date], [Successor Name] will take over [responsibilities]. [Employee Name] and [Successor Name] are working through the handover now, so please copy both on anything open.

We're getting together to celebrate on [Event Date] at [Time], [Location]. If you'd like to add a message to the card, it's here: [Card Link]

[Your Name]
[Title]

COMPANY-WIDE

Subject: Celebrating [Employee Name]'s retirement

Hi everyone,

Please join me in congratulating [Employee Name], [Current Role], who retires on [Last Day] after [Number] years with us.

Many of you will know [him/her/them] from [what people know them for]. Something fewer people know: [one story or fact the retiree is happy to share].

In retirement, [Employee Name] is planning to [plans, if they want to share them].

There will be a send-off on [Event Date] at [Location / Video Link]. Everyone is welcome.

Thank you, [Employee Name], for everything.

[Your Name]
[Title], [Company]

LONG-SERVING FRONTLINE EMPLOYEE

Subject: Thank you, [Employee Name]: [Number] years at [Site Name]

Hi [Site Name] team,

[Employee Name] is retiring on [Last Day] after [Number] years at [Site Name]. [He/She/They] started on [First Role] in [Year] and has worked [shift, e.g. nights] for most of that time.

Ask anyone who's worked with [Employee Name] and you'll hear the same thing: [specific, e.g. never missed a safety walk, and always had time to show a new starter the ropes].

We'll have cake in the break room at [Time] on [Event Date], with a second round at [Time] so [day shift / night shift] can join too.

Congratulations, [Employee Name]. You'll be missed!

[Your Name]
[Title]

CLIENT NOTICE

Subject: [Employee Name]'s retirement and your new contact

Dear [Client Name],

I'm writing to let you know that [Employee Name] will retire on [Last Day] after [Number] years with [Company].

From [Date], your main contact will be [Successor Name], [Successor Title], who has worked alongside [Employee Name] on your account [since Year / for the past few months]. You can reach [Successor Name] at [Email] or [Phone].

[Employee Name] will introduce you before [Last Day], and nothing changes in how we support you.

Thank you for the relationship you've built with [Employee Name] over the years.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- [Employee Name] is retiring on [Last Day]
- Celebrating [Employee Name]'s retirement
- Thank you, [Employee Name]: [Number] years at [Company]

- Join us to celebrate [Employee Name]
- Congratulations on your retirement, [Employee Name]
- [Employee Name]'s retirement and your new contact
- A send-off for [Employee Name] on [Event Date]

SMS / WHATSAPP VERSION

Hi team, [Employee Name] retires on [Last Day] after [Number] years with us. Join the send-off on [Event Date] at [Time], [Location]. Sign the card here: [Card Link]

Placeholders to replace: [Employee Name], [Last Day], [Number], [Year], [First Role], [Current Role], [Successor Name], [Successor Title], [Event Date], [Time], [Location], [Card Link], [Site Name], [Client Name], [Your Name], [Title], [Company]