

Margaret Price

123 Main Street, Anytown, CA 12345

September 1, 2018

Ms. Janice Smith
Marketing Manager
Techtron Mobile
8976 W. Fourth St.
Plano, TX 02987

Dear Janice:

This letter is my official notification to you and to my company that my last day of work at Techtron Mobile will be January 11. On that day, I plan to retire.

I am excited about my impending retirement but wanted to take this opportunity to thank you for all of the opportunities that I have experienced working for Techtron Mobile. I have genuinely enjoyed my employment as a Marketing Communication Specialist and will miss you and my coworkers when my retirement day comes.

Please let me know what I can do to help you with the transition of my work to another employee. I plan to work right up until my retirement date and will be happy to help you make a smooth transition. I'll even help you find an employee to replace me if that is the decision that you make.

Again, I have truly enjoyed working at Techtron Mobile and will miss my coworkers and our workplace a great deal. I wish you nothing but the best for the future.

Please feel free to contact me if you need additional information. I will be meeting with HR shortly to finalize the details of my retirement, learn about any benefits that extend beyond retirement, and identify any assistance that I can provide in transitioning my job to another employee.

Sincerely,

Handwritten Signature

Margaret Price