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October 12, 2015

Ms. Kelly Andrew  
Nursing Manager  
Austin Healthcare  
325 North Avenue  
Austin, TX 32369

Dear Ms. Andrew:

I am writing to give you a 2 week notice of my plan to get retirement from my current position as a registered nurse at the Austin Healthcare. My last day at my workplace will be October 29, 2015.

I have decided to take premature retirement since, per my point of view, life is so short it is better to retire too early instead of too late. Even though I am looking forward to enjoy a joyful and free life after retirement, I will miss working for the hospital, coworkers and residents to whom I served for many years.

I would like to thank you for having had me element of the organization for the last twenty years. If I can be of further assistance, I will be available at my seat till October 29.

I wish best of luck to you and the entire staff of Austin Healthcare.

Sincerely,

(Signature)