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Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am retiring from my position with Smith Agency, effective August 1.

Thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed working for the agency and appreciate the support provided me during my tenure with the company.

While I look forward to enjoying my retirement, I will miss working for the company. If I can be of any assistance during this transition, please let me know.

Sincerely,