**RETIREMENT ANNOUNCEMENT LETTER**

July 14, 20XX

Product Development, Department A

SSA Innovations

23 South Highway

Flight, Michigan 89595

Dear Valued Coworkers,

I know you have all heard I decided to retire. My last day of employment with SSA Innovations will be on August 1, 20XX. I am looking forward to my new life of leisure, but of course, I am a little saddened by the thought of not seeing all of you every day.

First, I will state the obvious – I will miss you all. Believe me, that is not a trite generalization. Over the years, I have learned something valuable from each of you. Carolyn, thank you for teaching me the art of organization. As turns out, a clean desk does make you more productive. John, because of you I know where to find the best hamburgers in town. Lunches of the future will not be the same without you as my gourmet guide. Lisa, you taught me how to overcome every obstacle with patience, dedication, and humor. I will miss seeing walls lined with inspirational cartoons.

Perhaps Larry, I owe the greatest debt of gratitude to you. Because of your management style, I learned to view mistakes as opportunities to grow. You encouraged me to pursue my ideas bravely and boldly. Because of your coaching, I was able to convince upper management of the value of the Alpine project. Now, with great pride, I can take some of the credit for one of the biggest and most successful ventures of the company.

I am leaving the organization, but I am taking your friendship with me. I would like to stay in touch with you, whether it is through Facebook, LinkedIn or a Sunday afternoon barbecue. You all have my cell phone number, 215-965-9898; please feel free to use it. Call me to say hello, to seek the advice of an older but polished professional or just see if the old ticker is still beating. I will miss you all. Thank you for making my “work” a real pleasure.

Sincerely,

Jason Blight