**RETIREMENT LETTER OF RESIGNATION**

Dear Muhammad,

Though I’m sad to go, I will be retiring on December 12 after 30 years with Lancette. I’m looking forward to traveling with my husband and our dogs, Benny, and Maggie. We’ve already purchased an RV and plan to drive to Florida right after Christmas.

When Lancette opened its new branches in Cleveland and Pittsburgh, I was thrilled to see the company flourish in new territories. I sincerely thank you for the opportunity to oversee the construction of those new facilities. I’m sure your new ventures in Chicago and Milwaukee will be equally successful.

As we prepare for my upcoming departure, I want you to know that I am willing to do anything I can to make the transition easier. I’ve been on the hiring committee for the last few candidates for my department, so I could help you interview prospective employees.

Since I have excellent working relationships with our suppliers all over the country, I would be happy to introduce them to my replacement. I’m sure whoever you select to fill my role will do an excellent job maintaining the relationships I’ve developed over the years.

In addition to sending my good wishes, I would also like to request that you process my 401(k) and pension at your earliest convenience. The funds will be very helpful when Dale and I begin our travels. We’ll be sure to send postcards!

With gratitude,

Beth Andrade