**RETIREMENT ANNOUNCEMENT LETTER**

July 15, 20XX

Mr. Mark Ellis

CEO

ABB Services, Inc.

56 Longview Road

Elgin, Illinois 22562

Dear Mr. Ellis,

I am writing to notify you that I will be leaving my position as Marketing Communications Director. My last day with the company is August 1, 20XX. After long and thoughtful deliberation, I have decided to retire. My career in the industry spans 40 years, and while I have enjoyed it tremendously, I feel it is time to start checking things off my personal bucket list.

The decision to leave the company was not an easy one. My time at ABB Services has been professionally and personally rewarding. I still remember my first day with the company as a college intern. I know you are aware at that time I did not intend to stay with such a young, developing company. You, however, inspired me to see the big picture. And, here we are, 40 years later, a force in the national and international marketplace. I would like to think my creative marketing contributed to our business growth, along with your guidance and our company’s bold and visionary leadership.

I realize I am vacating my position during an extremely busy time for the organization. Unfortunately, I cannot delay my exit due to personal obligations. However, I believe you have an in-house solution for my vacancy. John Wilson, a marketing manager in my division, has the skills and abilities needed to succeed as Marketing Communications Director. I would love to discuss this option with you in person.

I will help during the transitional phase in any way I am able. Please feel free to contact me on my personal cell phone at 256-965-3900. My personal email is saanderson@hotmail.com. Over the next two weeks, I will work with my team to make sure all work is completed according to the high quality standards of ABB Services. Again, I have enjoyed working with you and for you over the years. I wish all the best to you personally and the continued success of this amazing organization.

Yours sincerely,

Shavonda Anderson