**RETIREMENT ANNOUNCEMENT LETTER**

September 10, 20XX

Marketing Department

Zenith Prime Holdings

100 Curtain Road

Shoreditch

London EC2A 3AA

Dear All,

As most all of you are aware of by now, I am moving to Bangkok, Thailand to be with my husband, for his new job promotion as Country Manager of their company. Friday, September 16 is my last day at work, so I take this opportunity to bid you goodbye.

I will be bringing with me all the fondest memories I have with you during my four years of stay in Zenith Prime Holdings. The Marketing people rock, continue the hype guys! I will surely miss the nerve wrecking deadlines and short time preparations for grand events. No other team could beat us to that.

But one thing I will surely miss the most is the special bond we had for each other. So if by chance anyone of you happens to visit Thailand, please feel free to drop by our place. I will inform you of my new address and contact details as soon as we get settled.

Sincerely,

Rachel