**RETIREMENT LETTER**

Carl Williams

394 James Place

Richmond, VA 23221

cwilliams@email.com

Feb. 16, 20XX

Ericka Cho

Marketing Manager

Richmond Printing

4938 Elm St.

Richmond, VA 23221

Dear Ms. Cho,

I am submitting this letter as formal notification of my upcoming retirement. My last day at Richmond Printing will be April 13.

I am very thankful for the opportunities that I've enjoyed while working as a marketing associate these past 10 years. It's been a pleasure watching the company evolve as the face of printing has changed over the past decade. I learned a great deal about customer behavior and marketing strategies in my time working with this dynamic marketing team.

Please let me know how I can assist with the transition following my retirement. I would be happy to help with hiring or training my replacement. I will also be available to consult on a part-time basis as I spend more time with my family.

I plan to take my pension as a lump sum payment and cash out on the eight unused vacation days I have accumulated upon my retirement.

Thank you for the opportunity to work with Richmond Printing. I wish you all the best in the years to come!

Sincerely,