**RETIREMENT LETTER**

Carl Williams

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Atlas, VA 23221

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Feb. 16, 20XX

Ericka Cho

Marketing Manager

Atlas Printing

4938 Elm St.

Atlas, VA 23221

Dear Ms. Cho:

I am submitting this letter as formal notification of my upcoming retirement.

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., such as the Richmond School System and Carter General Hospital.

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.

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

Sincerely,

Carl Williams