**RETIREMENT LETTER OF RESIGNATION**

Dear Mr. Spencer,

Please accept this letter as my formal resignation as Human Resources Director for Jones Smith International. My last day of employment will be on June 18, 20XX. I realize I am not providing you with the customary 2-week notice. However, my personal health circumstances are such that I cannot remain with the company beyond this date.

I want to thank you for giving me the opportunity to learn and to grow with your organization. I have really enjoyed working for this company and its focus on employees. I believe your people first philosophy is directly responsible for our amazing success over the last 15 years. You ignored the old-school traditions of organizational management and in doing so, made Jones Smith International a model other companies try to imitate.

I realize my role in the organization is a critical one, and again, I regret my abrupt departure. Fortunately, your management strategies have allowed me to help my staff grow and develop their potential. I know my department will continue to run smoothly in the future. Over the next week, I will put a contingency plan in place. This plan includes temporarily promoting Bridget Moore to the position of acting Human Resources Director, with your approval.

I will be happy to meet with you in person to discuss my resignation and the short transition phase. As you are aware, I will be unavailable to help following my last day of employment with the company. I want to thank you for your understanding and your patience. I wish you and the company the very best.

Sincerely,

George Baker

Mrs. George Baker

Human Resources Director

Jones Smith International