**Subject:**Tyrone Garrett – Update

Dear Linda,

I am writing to let you know that I am retiring at the end of the month.

I have so enjoyed working here these past ten years. I am grateful for having had the chance to work alongside you. I will never forget your kindness and professionalism whenever we worked on team projects together.

My wife and I will be moving to Seattle in three months; however, I hope to keep in touch. You can reach me at my email address (tgarrett@email.com) or on my cell phone, 555-555-5555.

Thank you again for a terrific ten years. I wish you all the best and hope to stay in touch.

Sincerely,

Tyrone