January 1, 2019  
  
John Smith  
john@smith.com  
888-888-8888  
123 Road, St., New York NY 11121  
  
Company Inc.  
Bryan Doe  
bryan@company.com  
Senior Management  
123 Business Road, New York NY 11121  
  
Dear Bryan —  
  
This letter is with a heavy heart. I've decided it is best for me to retire starting on September 1st, 2019. I have had a very long and fruitful career and I am very thankful to end my career at such a great company and with such a great team.  
  
While it will be very difficult for me to wake up every morning and not come into this wonderful atmosphere where I am embraced with creativity and excitement on a daily basis, I must focus on my family and health moving forward. This will be a unique change for me but one that I am excited about.  
  
Please let me know how I can assist in this transition and ensure the continued success of the company.  
  
Thank you so much for the opportunity to be able to work with you.  
  
Sincerely,  
John Smith