January 1, 2019

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Company Inc.
Bryan Doe
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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