TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Retirement Letter

Dear Mrs. Huber,

I am writing this letter to announce my formal retirement from my position as editor at Huber & Hicks Publishing Company. As per our conversation last Friday, my final day of work will be October 28.

I want to express my gratitude to you for giving me the opportunity to thrive at Huber & Hicks Publishing Co. these past 15 years. I appreciate the positive and supportive atmosphere you instilled in this office over the years. Such a work environment, along with the mentorship you provided me, helped me to continually develop both professionally and personally. For that, I cannot thank you enough.

Although I look forward to my retirement, I will miss my co-workers and my work here at Huber & Hicks. As you and I previously discussed, I am happy to assist with occasional freelance projects and part-time work.

I will spend the remainder of my time here finishing both the Tedeschi and Salerno projects to ensure that both books meet their publishing deadlines. I have transferred my notes on other projects to Dana and Jack and will ensure they are up to date on all assignments before my last day. I am happy to train my replacement if necessary.

Please let me know if there is any other way I can assist you before I leave. I wish you and everyone here at Huber & Hicks all the best in the future.

Sincerely,

Susan Watson