**Sample 2**

Rachel Hollister  
5432 New Street  
Big City, NY 10001  
(555) 123-1234

October 1, 2017

Larry Brown  
Owner  
Brown Automotive  
99 New Street  
Big City, NY 10001

Dear Mr. Brown,

The day has finally arrived. I didn’t think it would be so soon, but as of November 1st, 2017, I will be officially retiring from Brown Automotive.

I’m sure this comes as a surprise to you as I have been quite content with my current employment situation. However, health isn’t what it once was, and I feel like it would be best if I took this opportunity to take my leave and retire.

The past twenty years have indeed been incredible. I have watched a small muffler shop turn into one of the city’s biggest automotive chains. Leaving this company will surely keep me wondering how much more success we could have achieved, though I know you and the rest of our team will lead Brown Automotive to new and exciting places.

I appreciate the opportunity you’ve given me, and I will always be grateful for what you have done for my family. You will always be welcome in my home.

Yours Truly

Rachel Hollister