Kirsten Veldman3112 Doctors DriveLos Angelos, California, 90017310-341-3371kirsten@gmail.comLeKi Inc.Mr. Leon LeeMarketing Manager112 5th AvenueLos Angelos, California, 91117September 7, 20XXDear Mr. Lee,I am writing to confirm my retirement from the position of marketing assistant with effect from October 1, 20XX. Which makes September 30 my final day at the office.Thank you for the opportunities for professional and personal development that you’ve provided me at Leki Inc. I have genuinely enjoyed my employment as a marketing assistant. And even though I am looking forward to my retirement, I’m going to miss coming to work every day.I want to give the best wishes to everyone in the company and wish you all the success and growth with current and new projects in the future. Feel free to contact me if you seek advice in the future or want to keep in touch. I’ve included my personal contact details in this letter.I would appreciate confirmation of my leaving date. And please let me know what I can do to make this transition as smooth as possible. Thank you again for the amazing journey. Yours sincerely, (signature)Kirsten Veldman