Enid Baker  
Hatch Library  
87 Felix Ave.  
Charleston, SC 29401

Dear Ms. Baker:

I write this letter to announce my formal retirement from Hatch Library as reference librarian, effective February 15.

I would like to thank you for all the great opportunities you have given me as an employee at Hatch Library. I have enjoyed working with and learning from my colleagues for the past 20 years and am ready to move on to the next phase of my life.

Please let me know if I can be of any assistance during this transition.

Sincerely,

Barbara Schultz