Frank Jones

123 Main Street, Any town, CA 12345 · 555-555-5555 · frank.jones@email.com

September 1, 20XX

April Lee

Manager

Acme Corporation

123 Business Rd.   
Business City, NY 54321

Dear Ms. Lee:

I would like to inform you that I will be retiring effective September 30, 20XX.

I have truly enjoyed working for Acme Corporation, and I sincerely appreciate the support provided to me during my 10 years as part of the company. The stimulation of our positive corporate culture and the opportunities for promotion and professional advancement I was given made waking up and coming to work each day a joy.

While I look forward to enjoying my retirement, I will miss being part of our team and the company. I trust that the friendships I have developed here will last well into the future.

If I can be of any assistance before my departure or afterward, then please let me know. I'd be happy to provide whatever assistance I can to provide a smooth transition to my successor.

Sincerely,

Frank Jones (signature hard copy letter)

Frank Jones

Lana Rodriguez

123 Main Street, Anytown, CA 12345 · 555-555-5555 · lana.rodriguez@email.com

September 1, 2018

Charlotte Lee

Chief Administrative Officer

Coronado College

123 Business Rd.  
Business City, NY 54321

Dear Ms. Lee:

I would like to inform you that I am officially resigning from my faculty position at Coronado College, effective September 15th, 2018. Working here has been such a wonderful experience, and I will cherish the memories forever.

Life is fleeting, so I have decided to retire and leave the workforce so I can enjoy watching my grandchildren grow up. I have worked at Coronado College for over 20 years, and although those were some of the best years of my life, I am looking forward to the next chapter.

I want to personally thank you for the many opportunities you have given me over the years. I have grown personally and professionally, and am very pleased with the work I have done, the students I have been privileged to work with, and the departmental and institutional changes I have helped to effect. I have thoroughly enjoyed my time with my coworkers and superiors, and I do hope that we will all keep in touch.

If I can be of any help during this transitional time, please let me know. Thank you again for your understanding, and I wish you all the best.

Sincerely,

Lana Rodriguez (signature hard copy letter)

Lana Rodriguez