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Your name Date

Your address

Your phone and email

Dear Ms. Company Representative,

I was told by Mr. Ramirez that you have set a date for your retirement and will leave Company in June. I want to extend my congratulations to you and let you know that your tireless work as Company's representative has not gone unappreciated.

You always make me feel as though my needs as a client are heard and understood. So few professionals grasp the importance of client expectations, but you always ensured our account was well taken care of, and I appreciated that greatly.

While we will certainly continue to work with Company through your successor, we will never forget what a great job you always did. Thank you for all your efforts throughout the years and I wish you a wonderful retirement.

Sincerely,

Your Signature