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advice women can trust
Logo will not print with document

Your name Date

Your address

Your phone and email

Dear Ms. Colleague,

Congratulations on your retirement! I've enjoyed working with you and don't look forward to walking into work every day without you here. With whom will I share my morning coffee and talk about sports?

It's my sincere hope that your retirement is everything you want it to be. I picture you enjoying every day and not spending any time at all thinking about weekly reports and bi-annual inventory. I urge you to leave those corporate concerns behind and instead focus upon relaxation and rejuvenation.

Working with you was such a pleasure. Thank you for making every day here at Company a little brighter and more enjoyable. The best of luck to you in your next chapter!

Sincerely,

Your Signature