lovetoknow
advice women can trust
Logo will not print with document

Your name Date

Your address

Your phone and email

Dear Ms. Employee,

Congratulations on your retirement! You've worked hard for years and deserve an enjoyable retirement.

It has been my pleasure to act as your supervisor. I've always admired your perseverance and professionalism, and I can only hope that your successors will demonstrate the same qualities.

I'll do my best to refrain from calling you every time I have a question or need an educated opinion, but I make no promises; old habits die hard, after all.

Thank you for everything you did for Company. Your legacy will have lasting positive effects for years to come.

Sincerely,

Your Signature