lovetoknow
advice women can trust
Logo will not print with document

Your name Date

Your address

Your phone and email

Dear Ms. Supervisor,

Congratulations on a well-deserved retirement! You've put your heart and soul in to this company and thanks to your efforts, we'll have the ability to carry on without you. Be proud of the company culture you fostered that compelled us all to be better at what we do.

I am so grateful for your mentorship and guidance for the past 12 years. The only reason I'm the successful professional I am now is because of your effective leadership.

Enjoy your retirement and know that you will always have friends here at Company. I'm sure our paths will cross on the golf course!

Sincerely,

Your Signature