

Retirement Letter

From,
Daniel Anderson
Marketing Manager

Date: 28th Feb. 2021

To,
John
Manager, XYZ Pvt. Ltd.

Dear John,,

I would like to formally tender my retirement from the current position effective on 24th January 2022. I have truly enjoyed my stay here with the company for the past years. As the inevitability of time and age would have it, I will be moving on to the next chapter of my life.

I am enclosing my contact information should you need help in finding my replacement. It has been a good experience working with everyone.

Regards,

Daniel Anderson
Marketing Manager,
XYZ Pvt. Ltd.