Dear Sir,

I would like to bring to your notice my retirement from the post of Senior Manager with effect from 30th November.

I have been associated with the Company for a very fruitful and long innings of 20 years.  It has been my pride and privilege to be associated with a company whose growth has been meteoric.  I would like to place on record my sincere thanks and gratitude for giving me an opportunity to grow and rise in the organization.

As I retire, I plan to move to Houston to be with my daughter and her family.

I have left my forwarding address and contact numbers with the HR department.  If I can be of any service to you or the company in future, I shall only be too happy to help out.

Thank you for all the help and the encouragement over the years.  I shall always remember my time with the company very fondly.

Thanking You,

Sincerely,

Jane Wilson