Dear Mr. Douglas,

I am writing this letter to confirm my retirement from the position of executive assistant which will be effective next month.

Though I have looked forward for years for my retirement to come, it saddens me that I will have to leave such fine people. The years that I have worked for this company are some of the best and most fruitful years of my life. I will be enjoying my retirement I am sure, but you will always be in my heart wherever I may go. Let me also take this opportunity to thank you, your staff and the company for all the love and support that you have given me during my employment.

It will be kind of you if you could confirm my retirement date and the things that I will do to return company equipments. If I can be of any assistance during the process, please call me.

Thank you. God bless.

Thankfully,

Aaron Deville