Dear Mr. Brooklyn

I am writing to you this letter because I want to inform you that I am about to retire and I hereby give you a month’s notice as required. I have decided to take my retirement because I am not growing any younger. I want to enjoy the very last moment of my life with my family and kids.

I wanted to thank you for giving me the opportunity and privilege to work in your company. I appreciate the things that the company has done for me and I wanted you to know that I will treasure them for the rest of my days.

Even though I am looking forward to my retirement, still I will miss my work, our clients and my colleague. If I can be of any assistance, feel free to contact me with my number or email.

Thank you very much!

Sincerely,

Jason Metallica