Dear Mr. Jayson Humphrey,

I am writing to inform you of my intentions to retire from the company effective on 31 January 2010. After serving the company for 25 years, I must say that I have grown a lot as a person and as an individual who is able to work with a set of different colleagues. I want to thank to thank you for all the opportunities that you have given and trusted me with.

Moreover, the support and trust that you have shown me is incomparable. I will never forget the valuable experiences and knowledge that I have gained from the company and from you. This also goes the same for all my colleagues who have helped in shaping me to be the best that I can be. Please do not hesitate to call on me if you need my help for the transitioning process. I will be more than happy to oblige.

I would like to continue with my contributions for my insurance coverage even when I am already retired. My contact information are still the same should you wish to contact me after my retirement.

Sincerely,  
Akisha Brown

Employee No.: AB0123456