Dear Mr. Cedrick,

I have heard that you will be retiring beginning next month. I know of the dedication that you have put on your work during your stay with the company. Thank you.

I will forever be thankful for everything that you have done for us. My staff and I could not have done the progress and achievements, which has characterized the department without you. Your absence will be thoroughly missed. I have already instructed the people concerned to facilitate your retirement process and the transfer of the equipments back to the material depot.

Should you encounter any problem during the transition period, please do not hesitate to call me. I also know of several accommodations which you can enjoy during your retirement. I will give the list to you later when we meet.

Once again, my most sincere gratitude for the experience you gave us.

All the best,

Jean Marlin