The sales staff,

It is with feelings of sadness and emptiness that I am announcing the retirement of one of the foundations of our company, Mr. Derrick Dee, our department supervisor.

Mr. Dee has been with the company for more than thirty years. During his tenure, the company experienced phenomenal growth. The people who have been under his supervision all reported his good nature and great skill in handling them. Without him, there would have been many problems with some of our staff. He began working with the company as a regular staff member like you. He undertook several field assignments before being promoted to department supervisor, a job that he held superbly for eighteen long years.

Although Rick will be missed, he has the right for the privilege given to him by the company. Let us all wish him the best of luck on his retirement.

Sincerely,

Marlon Singer