**Sample Retirement letter from employer**

Wednesday, 24-05-10

Max,

Ideal Technologies

320 Snyder Ave,

Berkeley Heights,

NJ 07920

Dear Rob,

I am happy to inform you of your retirement as Department Head, but at the same time I find it difficult to express my feelings. You were very dedicated and true to your work since your appointment in 1990. It has been 20 long good years of service. We will be missing you a great deal.

You showed your co-workers how to be optimistic at work.  I thank you personally for all the extra hours of hard work you have put in without sighs, when our company faced some technical issues. Your contributions are beyond words. Your devotion made you famous among your clients, co-workers and juniors.

We are extremely sorry to loose you. Please feel free to contact us in case you need any assistance.

Wishing you good health and a colourful future ahead in your well earned retirement.

Yours sincerely

Max

General Manager