

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Dear ,

Congratulations and best wishes for your retirement. We thank you for your years of productive service.

Many of your ideas have been instituted within our company. We will surely miss you but know that you will enjoy your leisure. Come see us often; we think of you as part of our family!

Sincerely,

Name

Title