Tom Watson

28 Crompton Rd

Mitford WA 4056

Tel: 0400 000 000

E: t.watson@email.com

[date]

Andrew Cross

Operations Manager

Swift Transport

111 Fielding Rd

Brookvale WA 4022

Dear Mr Cross

Please accept this letter as formal notification of my retirement from Swift Transport as of 15 April 2014. I am giving two months notice to ensure a smooth handover and completion of all outstanding projects.

I would like to thank you for all the great opportunities and experiences I have had at Swift over the years. I am looking forward to my retirement but will really miss the team, and hope to keep in touch in the future.

All the best and please let me know if there is anything I can do to facilitate the transition.

Yours sincerely

[sign here]

Tom Watson