Retirement Letter to a Service Provider

Account Director,

XYZ Advertising Agency

Dear ...,

The strangest thing's happened ... its time to go!

And so the time has come leaving ABC Company at the end of January, after x happy and productive years.

I want to express my sincere gratitude for the excellent support that you and your colleagues have offered ABC over the years, and for the friendship we have shared.

Your company has been part of our Brands development, and my own learning.

The success of ABC is derived from many sources and the efforts of many people over a very long time. In modern times, Marketing Services, like yours, have played an important role in the Brands development.

Regards to the team (past and present)... and others, I will miss them all.

Most of all I will miss our conversations which were occasionally creative, philosophical and stimulating; sometimes rambling, and always entertaining.

I wish you well in your business and personal life and hope we meet again some day, in business or socially.

Yours sincerely,

Marketing Director.

Retirement Letter to a Customer

Ms...,

Commercial Director.

Dear ...,

And so the time has come ... leaving ABC Company at the end of January, after x happy and productive years.

I want to express my gratitude for the excellent support that you, your colleagues and predecessors in ... have offered ABC over the years.

I can truly say that you have been part of the Companys development, and my own learning.

We had some interesting negotiations. You were always professional and reasonable, and it was never personal. I shall miss those battles!

I wish you well in your business and personal life and hope we meet again some day, in business or socially.

Yours sincerely,

Finance & Marketing Director.