12th September 201x,

Mr. Brian Parker,

294 Green Residence Apartments,

Bandra,

Mumbai

Dear Parker,

I would like to inform you that I am retiring from my post of finance manager with Money Matters on 18th October. I will no longer available to handle your account. It is tough to leave the company, colleagues and wonderful clients like you.

I thank you sincerely for your incredible support that you have provided me for past seven years. I loved working for you and thankful to organisation for providing me an opportunity like this. It was exciting as well as challenging to work for you. I will still be there in case you need me. My email id is tom@ymail.com and you can call me on 476240. I offer my best wishes for your business and your future.

Yours sincerely,

Tom Lee.