



*Subject: Tyrone Garrett – Update*

*Dear Linda,*

*I am writing to let you know that I am retiring at the end of the month.*

*I have so enjoyed working here these past ten years. I am grateful for having had the chance to work alongside you. I will never forget your kindness and professionalism whenever we worked on team projects together.*

*My wife and I will be moving to Seattle in three months; however, I hope to keep in touch. You can reach me at my email address (tgarrett@email.com) or on my cell phone, 555-555-5555.*

*Thank you again for a terrific ten years. I wish you all the best, and hope to stay in touch.*

*Sincerely,*

*Tyrone*