

Ellen Soling
Managing Director
Blue Consultants
155 Alan Road
Suburb NSW 0000
[date]

Graham Anderson
77 Kitsten Street
Suburb NSW 0000

Dear Graham

On hearing the news of your retirement, I would like to express my wholehearted thanks for all the great work you have done for Blue Consultants in the last eight years. You have consistently shown yourself to be a loyal and hard working employer, an integral part of the team, and a good friend.

A few memories spring to mind – your work on the Swartz project was outstanding and we couldn't have done it without you, and your ideas have helped to take the company where it is today.

You have been a great personality around the office and your sense of humour will be missed.

It is with regret that we lose you as a team member, but I wish you and your family all the best for the future. I would be happy to supply a reference and hope to keep in touch.

Yours sincerely

[sign here]
Ellen Soling