

[Letter Date]

[Recipients Name]

[Address line]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

Effective March 25, 2010, I am resigning from my position as the senior employee relations head here at Luxe Inc. My wife and I have taken several things into consideration, and we have come to the agreement that it would be best for us if I would take the early retirement opportunity this good company has so generously offered me.

All the years I have spent working for this company were truly some of the best years of my career. I will always be thankful for everything I have learned and for all the experiences I have acquired during my stay here.

Sincerely,

[Senders Name]

[Senders Title] -Optional-