

To,

Mr. Timothy Markson

Vice President

Darwin and Paul Corporation

Head Office, Loggerhead Street

London, United Kingdom

Date: 13<sup>th</sup> June 2014

Subject: farewell letter to boss

Dear Boss,

I, John Marshall, the office manager for this company am writing to you to tell you that you will be missed when you retire next week. I came to know the news of your retirement from the HR Department and was filled with nostalgia.

Sir, you have been a true inspiration and example for all your juniors and subordinates in the office. Your skills, attributes, personality and energy levels are commendable and motivate us to work better each day. As you leave the workplace, I would like to tell you that I have learnt a lot from you and have been fortunate to come under your direct supervision in this company.

I wish you all the best for your future and hope that you live the rest of your life with the same attitude that you showcased at work. Bidding you a very happy farewell and hoping to stay in touch with you and your charisma.

Thanking you

Yours faithfully,

John Marshall

Office Manager