

Closing Business Letter To Retirement

John H. Smith

Owner

Smith's Fine Dining

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April 30, 2024

Dear Valued Customers and Partners,

After a rewarding journey spanning over 30 years in the culinary world, I am writing to inform you that I have decided to retire and, consequently, Smith's Fine Dining will be closing its doors permanently on June 30, 2024. This decision, though bittersweet, is made with a heart full of gratitude for the experiences and friendships we have cultivated together.

Since opening in 1994, Smith's Fine Dining has been more than just a restaurant; it has been a gathering place for celebrations, a quiet space for negotiations, and a part of our community's fabric. None of this would have been possible without your loyal patronage and the incredible dedication of our staff, whom I consider family.

Acknowledgments and Appreciation:

- I extend my deepest gratitude to each of you who have dined at our tables, celebrated your milestones with us, and recommended our establishment to friends and family. Your support has been the cornerstone of our success.

- I also wish to acknowledge our suppliers and business partners for their quality products and services, which have been integral to our offerings.

Final Arrangements and Farewell:

- We will be hosting a farewell month from June 1, 2024, until our closing day. I warmly invite you to join us for one last dining experience during this period.
- Gift certificates will remain valid until our closing date, and we encourage you to use any outstanding vouchers. Reservations for the farewell month are recommended and can be made through our website or by calling us directly.

Future Contact:

- Although I am retiring, I will remain in the community and look forward to staying in touch. You can continue to reach me at my personal email, john.smith@example.com, for any inquiries or just to say hello.

As I turn the page to this new chapter, I am filled with nostalgia for the past and excitement for the future. Thank you for being a part of my journey at Smith's Fine Dining. I hope our paths cross again under different, yet joyful circumstances.

With warmest regards and heartfelt thanks,

[Signature]

John H. Smith

Owner

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