

Voluntary Retirement Letter

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Mr. Robert Evans

Human Resources Director

Rivertown Public Library

202 Main Street

Rivertown, CA 90210

Dear Mr. Evans,

I am writing to formally announce my voluntary retirement from my position as Head Librarian at Rivertown Public Library, effective October 31, 2024. After 20 fulfilling years of service, I have decided that it is time for me to retire and explore new opportunities and personal interests.

My time at Rivertown Public Library has been immensely rewarding. I have had the privilege of working with a dedicated team of colleagues and serving a wonderful community of patrons. The relationships I have built and the experiences I have had here will always hold a special place in my heart.

Throughout my career, I have been committed to promoting literacy, fostering a love of reading, and providing access to information and resources for all members of our

community. It has been incredibly gratifying to see the positive impact our library has had on so many lives.

I am deeply grateful for the support and opportunities provided by the Rivertown Public Library and the entire administrative team. Your leadership and vision have been instrumental in making our library a vital and cherished part of the community.

As I prepare for retirement, I am committed to ensuring a smooth transition. I will work closely with my colleagues to transfer my responsibilities and provide any necessary training and support. Please let me know how I can assist during this transition period.

While I look forward to the new adventures that lie ahead, I will miss the daily interactions with my colleagues and the patrons I have come to know so well. I am excited about the future, but I will always cherish the memories of my time at Rivertown Public Library.

Thank you once again for the wonderful experiences and opportunities. I look forward to staying in touch and hearing about the continued success of the library.

Warmest regards,

Patricia Anderson