

March 16, 2018

██████████
██████████
London, ON
██████████

Dear ██████████

Retirement Date: May 1, 2018

Please accept our congratulations on your retirement! In recognition of an employee's years of service upon retirement, Western makes provision for the purchase of a suitable gift of long lasting value. Your gift entitlement is up to \$250.00.

In some cases, a department has a special gift in mind, and sometimes, departments prefer to ask employees to choose and purchase an appropriate and meaningful gift. I have sent a letter to James Patten, Director of McIntosh Gallery, notifying them of the funds provided by Western to recognize your retirement. You may wish to contact that department representative to confirm details.

If you are purchasing the gift yourself, please complete the section below and return to my attention at your earliest convenience, along with the receipt of the item you purchased. Reimbursement will be sent to you at your home address.

Please note: Canada Revenue Agency stipulates that gift cards/certificates are a taxable benefit and therefore not eligible for reimbursement.

Information Required:

Gift Purchased: _____

Value of Gift: _____

Sincerely,

Mary MacGregor
Human Resource

cc: ██████████