

January 1, 2021

John Doe
111 South Capitol Avenue
Lansing, MI 48909

Dear John,

As governor of Michigan, it is my honor to extend our state's deepest gratitude for your years of service to the State of Michigan. Your time serving the citizens of Michigan is a testament to your outstanding character.

It is my distinct honor to join with your coworkers and friends in recognizing your exemplary performance, diligence, and passion for serving others throughout your many years in your profession. Your service and commitment to our state and countless Michiganders will be remembered by those who worked alongside you and will serve as an example to many others who wish to follow in your path.

I wish to personally thank you for your service, and I wish you all the best for all your future endeavors.

Sincerely,

Gretchen Whitmer
Governor of Michigan