Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for the \_\_\_\_\_\_ Contract

Dear \_\_\_\_\_\_ (Name of the Recipient)

As you must be aware, my employment contract ends on \_\_\_\_\_\_ (Date of End of Contract). I would like to take a moment to thank you for giving me the opportunity to work for your company. The past year has been very good for me as I have learnt a lot. Working at your company has been a great experience as I have grown a lot.

I want to thank you for your continuous support throughout the term of our contract. Your guidance has been very helpful for me. Working at the company has been immensely informative and insightful for me. I appreciate you for following up with my progress and helping me at every step. The experience that I have gained during the past year will surely help me in my future career. Thank you for giving me the opportunity to serve the \_\_\_\_\_ Company (Write the name of the company). Looking forward to working with you again and wishing you best of luck for your future projects.

Sincerely,

(Signature)

Sender’s Full Name