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)

With this letter, I would like to remind you that my contract ends on \_\_\_\_\_ (Date of end of contract). I would like to thank you for giving me the opportunity to serve your company and manage the Social Media department of your company. I hope that our services were of help to you and we have met your expectations. I would like to inform you that we do not have access to any of the confidential data of the company any more. Also, we will be fulfilling the confidentiality terms of the contract.

Once again, thank you for the opportunity. Looking forward to serving you again in the future.

Sincerely,

(Signature)

Sender’s Full Name