Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Note

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

I wanted to thank you for providing me with an opportunity to work for the \_\_\_\_\_ Company (Write the name of the company). I have gained immense experience and skills from my co- employees at the \_\_\_\_\_ Company. The skills I have learnt during the past 3 years of my association with the company will be helpful for me throughout my career.

I understand that my failure to meet the deadlines and manage work according to time led you to the decision of firing me. I appreciate that you gave me an opportunity to work on my shortcomings but it was my failure to comply that led you to the decision. I hope to learn from my experience and not repeat my mistakes. Once again, thank you for giving me the opportunity to serve for the \_\_\_\_\_ Company. I will be taking the experience of the past 3 years with me forever.

Sincerely,

(Signature)

Sender’s Full Name