



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 want to take a moment to thank you for giving me the opportunity to serve as the Human Resource Department Manager at the _____ Company. (Write the name of the company) I am grateful for having the chance to serve one of the top companies in the country. I understand that my work style was not suitable for the company and it was not adding to the company. I accept your decision to fire me.

I have gained immense experience and learned a number of skills from you during the last 4 years of my association with the company. I hope to carry these skills forward and put them to a positive use in the future. Even though my position became unsustainable at the _____ Company, I will keep this experience with me and learn from it. I want to thank you once again for giving me this opportunity.

Sincerely,

(Signature)

Sender's Full Name