



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)

Thank you for giving me the opportunity to work as the Sales Manager at the _____ Company (Name of the Company) for the past 2 years. I have learnt a number of things in these 2 years. Your work ethics are something I appreciate and hope to adopt in my professional life. I wish to carry these skills and learnings with me and apply them to my work in the future.

Though I was not the best fit for your company, I thank you for giving me the chance to fix the shortcomings. Now that I have been given the termination letter, I would like to move on with my career and start looking for another suitable job. I would like to confirm if I can take your name as a reference for my job application to another company.

I wish you and the _____ Company good luck for the future. I hope the _____ Project gets confirmed and the company manages to reach the Top 10, this year.

Sincerely,

(Signature)

Sender's Full Name