



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 express my thanks and regards towards you for giving me a chance to serve as the Accounts Executive of the _____ Firm (Write the name of the firm). The past 2 years of my association with your firm have been enriching for me. I have gained a lot of experience and skills from you and my colleagues at the firm. However, I understand that my work ethics did not suit the firm and I was not a good fit for the role.

I would like to express my thanks to you for giving me the opportunity to work on myself and suit the requirements. But my failure to do so led to the decision of my termination. I would like to take this decision positively and move ahead with my career. Before ending my association with the firm, I wanted to thank you and the colleagues for your support through the past 2 years. I will carry this experience with me.

Sincerely,

(Signature)

Sender's Full Name