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 am writing this letter with the aim to express my thankfulness to the \_\_\_\_\_ Firm for giving me a chance to serve as the Operations Manager. The past few years have been enriching for me. However, I accept that my work style was not appreciated by my colleagues and their complaints led to the decision of my termination.

I accept my termination and wish the best to you and the \_\_\_\_ firm for all the upcoming projects.

Sincerely,

(Signature)

Sender’s Full Name