| Yellow text on a black background  Description automatically generated with medium confidence |  |
| --- | --- |

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)

As you are already aware, today is my last working day at the school. Leaving this job and the school was the toughest decision for me. But as I did not have any other choice, I had to take this step. The past 10 years have been very fulfilling for me as I had a great experience teaching at the \_\_\_\_\_ School. Now that I am shifting to the city of New Jersey, I have to bid goodbye to this place that is so close to my heart. More than a workplace, this school has been like a second home to me.

I am thankful to you for giving me an opportunity to work here and for making me a part of the school fraternity. Thank you for trusting me and providing me with this chance. Thanks for creating such a warm environment at the school and guiding me whenever I needed help. Hoping to stay in touch. I will come see you whenever I will be in the city. Have a great day.

Sincerely,

(Signature)

Sender’s Full Name