| 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 today is my last working day at the \_\_\_\_\_ Company (Name of the company), I want to take a moment to thank you. I am grateful to you for trusting me with the work and always letting me try my hands on new things. I am thankful to you for the guidance and help throughout the past 2 years. Under your guidance, I got promoted to the post of manager. I had a great working experience with you. The work that I learnt under your guidance helped me bag a good opportunity in Washington DC.

Now that I will be working at the \_\_\_\_\_ Company (Write the name of the new company), I would still like to stay in touch with you. My personal contact details are \_\_\_\_\_ (Phone Number) and \_\_\_\_ (Email Address). I hope to meet with you outside the office and have some great time with you. Wishing the best for you.

Sincerely,

(Signature)

Sender’s Full Name