| 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 I have already turned in my resignation letter, tomorrow will be my last working day at the \_\_\_\_ Firm (Name of the Company). I wanted to extend my sincere thanks to you for your support during my time at the firm. I had a great working experience because my colleagues were as great as you. Your contribution towards my professional growth is commendable. I am grateful to you for your continuous support and help.

You were there to help and guide me whenever I needed support. It is your contribution to the team work that helped us to submit all our projects on time. I am glad to have a wonderful colleague like you. In you, I found not just a colleague but a friend. I hope to continue this friendship and keep in touch with you, always. My personal contact details are \_\_\_\_\_\_ (Email Address) and \_\_\_\_\_ (Phone Number). You can also connect with me on Instagram at \_\_\_\_\_\_ (Instagram Handle).

I hope you and the team continue doing the good work. Wishing you the best for your future.

Sincerely,

(Signature)

Sender’s Full Name