



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)

With this letter, I would like to thank you for your contribution towards my team during the past 2 years. I have resigned from the company and _____ is my last working day. I am joining the _____ Company (Name of New Company). Before leaving the company, I want to tell you that you were a valuable member of the team and it was my pleasure to lead a team with such great professionals.

Your worth deserves appreciation and I had a great time working with you. I feel grateful to get a chance to work with you. I hope to keep in touch with you. Wishing the best for you.

Sincerely,

(Signature)

Sender's Full Name