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Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company

Address of Company

Subject: Thank You Note for Letter of Recommendation

Dear ABC (Name of the Employer),

I would like to thank you for your gentle efforts and kindness in writing a letter of recommendation for me. I am grateful to have an employer like you in past. I have learned a lot under your guidance and leadership. I feel bad to leave everyone in my home state and traveling to another place. It is my honor to work with you and your support team. I have always given high values to our relationship between employer and employee. I will surely pay a visit to everyone whenever I will be back in town.

Thank you so much for the recommendation letter you have given me. It helped me achieve a job in New York. I want to give you a million thanks once again for your strong letter of recommendation.

Sincerely,

(Signature)

Sender's Full Name