

Dear Sir / Madam,

It has now been over 5 years that I have had the opportunity of working under you in this college (college name). And as I step out of the college building, all I can think is that I will not be coming back to the institute from tomorrow.

As I take a step ahead in my career, I feel deeply touched by your presence and your support which you have bestowed upon me over these past few years. You have been a true source of inspiration for me to move ahead in life and achieve greater goals.

I shall forever be indebted to you for your kind words of encouragement. Thank you for always looking out for me.

Yours sincerely,

(your name)

(your department)

(your contact number)

(your email id)