| Yellow text on a black background  Description automatically generated with medium confidence |  |
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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 want to thank you, on behalf of the complete school management, for your contribution in the development of the dance academy at the school. With a heavy heart, we would bid goodbye to you. We hope you will continue to teach dancing skills to students in the new city.

It was wonderful to have you as a dance teacher in our school for the past ten years. Under your guidance, a lot of students from our school have made their future and career in dancing. We wish you good luck for your future endeavors. We hope to work with you again if you are back in the city. We have organized a farewell for you at our school premises on the coming Saturday, \_\_\_\_\_\_ (Date). We hope to see you there and have fun with you.

Sincerely,

(Signature)

Sender’s Full Name