

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For Training Me

Dear _____ (Name of the Recipient)

Through this letter, I would like to thank you for training me in the _____ Course. As I have passed the course with an A Grade, I want to extend my thanks to you. You have been an amazing teacher/ trainer for me. Your teaching skills are great and deserve appreciation.

I am grateful to have you as my trainer and owe my excellence in the course to you. As I have finally cleared the course, I can apply for a job in this field. I will let you know once I bag a good offer.

Once again, thank you so much for training me.

Sincerely,

(Signature)

Sender's Full Name

