Address of the Sender

Email Address of the Sender

Date

Name of Recipient

Address of the Recipient

Subject: Thanks for Showing Continuous Support

Dear \_\_\_\_\_\_ (Recipient's Name)

I am writing this letter to show my gratitude to you for continuously supporting and helping me in completing my PhD thesis. I have learnt a lot from you and your guidance has been very helpful for me. I am grateful that you were our HOD at the college. Through the past few years of working on my PhD thesis, I have got to learn varied aspects from you.

I look up to you for your knowledge and experience. I will never forget your valuable contribution in helping and guiding me in completing my thesis. Today, I am leaving this college with a Doctorate degree because of your guidance and support. Thank you for being a great teacher and an amazing guide.

Sincerely,

(Signature)