



[Recipient name]

Address]

Date

Subject: \*\*\*\*\*

Dear Ms/Mr/Mrs/Dr\_\_\_\_\_,

*I just heard the news of you resigning from the committee, and I wanted to let you know how grateful I am for all that you have done for us. Since the day you joined a few months ago, you brought in a great change in the workings of the committee. Due to your structured approach, we were able to finish some of the toughest tasks of organizing a national-level debate competition.*

*It is sad to see you leave us before the event is held but I'm also happy to see you work towards achieving your dreams. I'm grateful for all your contribution to the event prep and hope to see you at the event next month. All the best for your future. Keep in touch!*

Yours sincerely,

[Your name,

Address]