Your Name

Title

Company Name

Date

Recipient Name

Title

Dear Recipient Name:

Since this is my last week working for XYZ Corporation, I would like to wind up with a positive note for the management and my coworkers. It has been an unforgettable experience to work as the company’s (job post) for the past 8 years. I am grateful to my entire team for supporting my professional as well as personal growth.

I would like to thank all my superiors, especially Mr. ABC – the Senior Supervisor – for being a constant source of guidance. I shall always value his advice as his counseling always helped me overcome obstacles in my professional life. Likewise, I would also like to appreciate the entire management for its support towards my work and constructive feedback that helped me bring further improvements.

It has been a pleasure working with all my team members who made a perfect group of coworkers. There has always been a healthy atmosphere in the office owing to how helpful and cooperative everyone has been. I apologize for anything I may have done unintentionally during these 8 years to cause resentment to any of my colleagues.

Although I am excited about my new venture abroad, I am leaving this place with a heavy heart. I am sure it will be hard to find such supportive management and cooperative coworkers at any other job place. I cannot thank XYZ enough for letting me serve such a prestigious company and gain this wonderful experience. It would be an honor to work with you again in future.

Sincerely,

Your Name