

(Mention the full name of the sender)

(Mention the job title of the sender)

(Mention the full name of the corporation)

(Mention the relevant date)

To,

(Mention the full name of the recipient)

(Mention the Job title of the recipient)

(Mention the full name of the corporation)

Dear (mention the full name of the recipient),

I am writing this letter as I wish to let all of you know that I will be leaving [mention the name of the organization] and my job post as a branch manager in a few days due to [mention the reason for leaving]. My last day here is on [mention the date].

Working here for more than [mention the no. of years] has given me infinite happiness and I have enjoyed my time with you all a lot. We have shared both the happy as well as the bad times together.

I have been truly grateful to all of you for being there with me, right from the first day at work, from your heartfelt congratulatory greetings to the undying support which you extended towards me all these years. I have made some really good friends here and I am proud to have had such a lovely team to work with.

Acting as the face of this bank branch, the responsibility was huge but you understood and have always played a key role in making my work easier by continuously giving great performances and asking me for suggestions, which in turn not only helped me in improving your performance but the branch' as well. The work environment here has always been great, ever healthy, and positive, thanks to you.

Due to extreme work pressure, I was not able to spend some time with you to know you more even during lunchtime so I insist on taking you all out for dinner someday.

It is going to be my treat. Just let me know when and where and we will plan the rest accordingly.

Once again, thank you to all of you as I hope to work with you again and wish you continued success here at this organization.

Sincerely,

[Mention your name]