

(Mention the full name of the sender)

(Mention the job title of the sender)

(Mention the full name of the entity)

(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 entity)

Dear (mention the full name of the recipient),

I am writing to formally inform you that I will bid farewell on [mention date] from the post [mention position] from your company [mention name of company].

Throughout my nearly decade-long career for the past [Mention years], I believe that I have honed my crisis management and investigative capabilities thereby developing and putting into practice the leadership skills that were required during the beginning of my career.

Besides, I would like to take this opportunity to thank you for all the possibilities presented to me during the period of my employment in the company. I will relish it throughout my career life. I have enjoyed my time working here and moreover, I have also made friends who are the best in each of their respective fields.

I cannot thank them enough since they have helped me and guided me this whole time as and when I have faced any critical situations. Each one of them along with the support of the company has contributed to the best of their knowledge behind what I am now today.

I am really glad that I got this chance to work in such positive and energetic atmosphere which not only has helped me to become more self-confident but has also taught me numerous lessons to become the best in the company.

From day one I was totally into this work and so I have kept on giving my 100% till now. I have recruited, trained, and supervised security officers and guards and also have planned and coordinated security operations for specific events.

Not only has this but I also had coordinated staff when responding to emergencies and alarms thereby investigating and resolving issues.

Finally to conclude, if there is anything else I can do for the company then please don't hesitate to call me I will be more than happy to serve the company again. Thank you once again for everything.

Yours Faithfully,

[Mention your name]