

(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 would like to start this letter by expressing my heartfelt gratitude for all that you have done for me during my entire tenure here in [mention the corporation's full name].

As an Internal Auditor, [mention the last working day] is my last day at [mention the full name of the corporation] I want to thank everyone. I am glad that I had the opportunity to be an employee in such an amazing company.

I want to thank you for letting me learn so much from your personal experiences. Being the boss you always helped me whenever I needed it. During my entire tenure of [mention the length of time], I have learned innumerable and invaluable lessons. I am forever thankful for whatever I received from here.

[Mention the full name of the corporation] is a continuous learning zone where I got to learn so many aspects of work and life.

I will always cherish all the moments that I had spent here in [mention the full name of the corporation]. You have been the real support and my mentor all through the time. I would miss those fruitful long team meets and discussions we had for the company's growth.

At last, I wish to be in contact with everyone here. I will be still available in my mail [mention the personal email id]. I also wish everyone all my best wishes. Hope to meet you all in person in the coming days.

Best Wishes.

Sincerely,

[Mention your name].