

(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 this letter to inform you all that I am leaving the company (mention the name of the company) after this month because I got admission to the university for my further studies, which I have been trying for many years now (mention the name of the university) and finally I got it for which I have to shift to a different location. So due to this reason, I will not be able to continue here.

But I must mention that working here was very nice and loved how everyone has so much unity. I have not seen any company which has worked in such a way that it feels so comfortable. All the friends I made here are now very special; they have helped me with most of my work and were very friendly.

They stood by me when I was not feeling so motivated and guided me well, which is rare nowadays. So I will definitely suggest that most of my known people looking for a job can try here. I will miss you all too and cherish the memories forever.

As the work of the butler is to act as the main point for the hotel guest, our responsibilities are to arrange and keep the guest rooms up to the standards of the guest and deal with them properly, which is not easy, but under the guidance of you all, it was easily managed.

So I thank you from the bottom of my heart and hope everyone will be in touch with me through my personal number (mention the number).

Thank you so much

Yours,

Sincerely,

[Mention your Full Name]