(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),

Through this letter, I want to tell you that soon I will be leaving my job position as a retainer at [mention the name of the company] as I will be moving to [mention the location and the reason for leaving]. My date of departure is set on [mention the date].

I have had the chance to work with not just one of the leading companies but with you from whom I was able to learn a lot.

You have been my support system throughout, guiding and helping me, making sure I can connect with the work procedures and get an idea of how things take place. It has been my absolute pleasure to have worked here and with you.

Though it was an ‘on-call duty whenever I got stuck somewhere, I could always look up to you to explain to me how to proceed further, and you helped me without ever expressing any discomfort. I will never forget the day when because of you, a heavy burden got off my head [mention the details].

I am grateful to you for everything you did for me, and though leaving you and this company, I will be sad; I will always be there for you whenever you need me. You can connect with me at [mention the personal email ID] or at [mention the personal contact no.].

Thank you, and wish each member here achieves greater targets.

Sincerely,

[Mention your name]