

(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),

Writing this letter is making me both elated and sad as I inform you of my leaving the job position of an office clerk at [mention the corporation's name]. I will be off to [mention the location as well as the reason for leaving]. My last day at the office is [mention the date].

As I worked here for over [mention the no. of years], my days were mostly filled with happy memories, laughing and smiling with you all and enjoying my work thoroughly. Whenever I was down or upset over something, you people gave strength to me by using some kind words of encouragement and despite the failures initially, I managed to get going and have since achieved a lot of recognition and acknowledgment for the work done.

I remember the time when after a few days of my joining, I forgot to deliver an important message of a major client and you handled it, making me understand how to carry on with all the general office tasks by managing time efficiently. I was always glad that I got an opportunity to work with you and this company has given me so many beautiful memories to remember forever.

Just a few words will not be doing any justice to what you all have done for me, so I would request you to allow me to give you a treat someday. Please let me know when you can spare some time for me after office. I will be waiting. Though I am sad

to leave you but I am happy as well to be not going alone but taking all these beautiful memories with me, hoping to work with you again someday.

Thank you to all of you and I wish you continue to achieve success here.

Sincerely,

[Mention your name]