

[Mention the name of the sender]

[Mention the job title of the sender]

[Mention the full name of the entity]

[Mention the 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],

As you know that I have resigned from your reputed organization [mention the name of the company or organization], I just wanted to bid farewell to you and my co-workers.

My departure will be on [mention the date of departure]. I will be moving to [mention the location and the reason for leaving].

Before I leave, let me convey my deepest appreciation to you. My position as a chartered accountant was very challenging for me to be an asset to your organization.

You have always been my guide for every plan I take as to what is good or bad for the company and the employees themselves.

Leaving [mention the name of the company or organization] and this place is very difficult for me as I have developed special bonds with the people working here.

Here I would like to thank you for all the support and encouragement. I would not have done so well without your support. It does not mean that I am saying goodbye forever. I hope we will stay in touch.

Here is my email [mention the email id] and my contact no. [Mention the personal contact no.], you can contact me any time you want to without any hesitation. I wish you all the very best for all your future endeavors and the benefits.

Thank you again, and with the company more successful.

With regards,

[Mention the name of the sender with signature]

Chartered accountant at [Mention the name of the sender]

[Mention the mail ID or the contact number of the sender].