

(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've been disappointed to hear that you're resigning from the post of Administrative Officer as you join another organization. Before leaving the place next week, I want to say goodbye to you.

You have always been my inspiration since I joined [mention the name of the company]. You motivated me always to do my best in my career. You were my first trainer in this organization. Because of you, I know about the company's policies and procedures.

You always helped me to manage difficult tasks like managing office supplies stock and place orders, organizing a critical and confidential organization records filing system, and preparing regular expenditure and office budget reports. It is really important to have a guide like you at work.

You have been working with all of us in this company for over [mention years]. I would particularly like to thank you, who assisted me during my difficult times. I can't cope with the hard situation if you wouldn't stand with me. I have learned so many things from you and I will remember all our memories associated with this company.

I thank you once again for your valuable support. You're always the best administrative officer I've worked with. Do not hesitate to contact me. I have included my new contact number and address in this letter for our future interaction.

I hope you will always cherish memories connected to me. Wish you all the best and loads of achievements in the future.

Yours Sincerely,

[Mention your name]