**\_** [Employee name]

***\_*** [Employee address]

***\_\_*** [Email address]

***\_*** [Date]

[Employer or manager’s Name]

[Job title/ position]

[Company Name]

[Company Address]

[Dear … or Mr/ Ms/ Mrs …]

As earlier communicated, **\_** [your last day of employment] will be my last day at\_\_\_\_\_\_\_\_\_\_\_\_ [the company’s name]. I’m writing this letter as a gesture of my appreciation for the [period of employment e.g 3 years] time I’ve worked for you.

Under your supervision, I have learned [lessons or skills], which have proven to be crucial for growth in my career as\_\_\_\_\_\_\_\_\_ [profession]. My time with\_\_\_\_\_\_\_\_\_\_\_ [company name] has had its ups and downs, and all the while, you have been supporting me since I first joined in on\_\_\_\_\_\_\_\_\_ [first day of employment].

I’d like to wish you and the entire\_\_\_\_\_\_\_\_\_\_ [company name] team tremendous success going forward. Even though my journey at the company has ended, I look forward to keeping in touch, and you can reach me through \_ [phone number].

**Best wishes,**

**\_\_\_**[Employee name]