

Sample Thank You Letter to Manager

From,
Taylor Swift
879/8 Massa Market
Kent ID 95654
(423) 3242-234

23-10-1999

To,
Chris Brown
7\87 Facilisis Park
Joliet SC 65565
(234) 234-234

Subject: (_____)

Respected Chris Brown,

I Taylor Swift working as ----- (mention the designation) in the ----- department would like to thank you for being my manager since ----- (mention the time frame). I cannot express my gratitude and thanks in words, so I am writing this letter to thank you for the opportunitiesthat you have given to me during my tenure under you.I would also like to say that working with you was informative and inspirational and I am looking forward to sharing all the learnings with the next person in line.Once again, I would like to thank for being my boss, manager and a friend as well.

Yours sincerely,
(Your Signature)
Taylor Swift

