

Thank You Letter for Boss when Leaving Job

From,
Robert Pattinson
34234 Praesent Avenue
Wyoming 34234
(345) 234-3245

18-09-2000

To,
Sonakshi Sinha
12-87 Eleifend Street
Fairbanks RI 8954
(453) 456-2342

Subject: (_____)

Respected Sonakshi Sinha,

I Robert Pattinson working as ----- (designation) would like to thank you for being my boss during my tenure with you ----- (mention the name) in the department ----- (mention the department) and would like to inform you that I will be leaving the organization on ----- (mention the day and date).

I would like to thank you for being the best boss in my career and also thank you for providing the opportunities that you have given me in my career. I am ready to be of any help and assistance to you that I can be during my notice period and would also give the next person the complete knowledge and understanding of the role they are about to get into.

Once again, I would like to thank you for being the best boss for me in my career.

Yours sincerely,
(Your Signature)
Robert Pattinson

