

Thank You Letter to Boss After Resignation

From,
Richard Wilson
7686 Tincidunt Road
Pennsylvania 5276
(345) 988-0000

05-12-2014

To,
Sanford Smith
Peter England Park
Washington 78654
(345) 342-4564

Subject: (_____)

Respected Sanford Smith,

Hi! Hope you are doing great.

I Richard Wilson working as ----- (mention the designation) would like to inform you that I will be resigning from my position ----- in the ----- department. My resignation will be effective from ----- and my last working day will be ----- (mention the exact date). I would like to tell you that I have learned a lot from you and you have been the best manager in my entire career. All the projects and assignments that we have worked on together have come out well and successful in every way. So, I would like to thank you once again and wish you all the best in your future.

Yours truly,
(Your Signature)
Richard Wilson

