Thank You Letter To Boss

Dear Name,

I really appreciate your understanding and support regarding the changes we're making to the customer service team.

I believe that these changes are going to streamline the current team, enable us to work at a higher efficiency level, and facilitate the organization in the future.

Thank you for your confidence in me and your support for this project.

I'm sure you're going to be pleased with the results.

Best Regards,

Your Name

Sending an Email Thank You Message

If you are sending an email message the subject line of the message can simply say thank you:

Subject Line: Thank You