

Thank You!

[Your Name]
[Street Address]
[City, ST ZIP Code]
November 6, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Before taking my leave next Tuesday, I want to acknowledge with deep thanks your many kindnesses to me during the years that I worked with you.

It's not everyone who has a boss who is consistently cooperative, generous, and understanding, and I feel that I've been blessed. Not only have I enjoyed working with you; I have learned how a really good public relations department should be run. It's really because of the training I received from you that I feel qualified to undertake my new assignment.

My best wishes to you always. Don't be surprised to get some telephone calls from me, asking for advice and perhaps a sympathetic, broad shoulder. If I can return any of the many favors you did me, all you have to do is pick up the telephone and dial 555-0199.

Sincerely,

[Your Name]
[Title]