To,

Mr. Harry Judson

Executive Manager

Hartco Pharma

7, Candid Street,

Euston,

United States

June 23, 20XX

Dear Mr. Hudson

Before I leave from this organization next Monday, I would like to acknowledge you with my deep thanks for your kindnesses and support to me during the years I have worked with you.

I have been blessed with a generous, cooperative and an understanding boss which everyone does not have in their working career. I have not only enjoyed working with you but have also learned lot of thing regarding the business operations as well as lot of practical thing which are necessary in routine life. It is actually because of your training that I feel capable to undertake my new assignment at a better position and salary.

My best wishes are always with you. The time I have spent working under you was a great experience and forms the base oh my career. I will always remember you and miss you. I will be in touch with you and seek your advice and support when ever required. I again thank you for all the things you have done for me. My personal number and email will remain the same.

Yours Sincerely,

Paul Smith