

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thanks You for Impacting my Life

Dear _____ (Name of the Recipient)

I hope you are doing well. I still remember the day I joined the office and you told me that this will be a turning point in my life. Since that day, you have guided me on every step and helped me achieve the goals. I am grateful to you for the training you have given me. You have taught me to look at the challenges differently and the approach of solving a single problem in different ways. I follow your teachings in my everyday life and believe that you have left a great impact in my life.

You have a noticeable contribution towards making my life better and helping me reach the place that I am at. I owe my success to you. As I have decided to leave the company and will be moving towards the next stepping stone of my life, I want to express my sincere thanks to you. I will remember all the things you have taught me and follow your guidance throughout my life. Thank you for being an influential figure in my life.

Sincerely,

(Signature)

Sender's Full Name