Jane Martin

Project Manager

ABC Company

New Jersey

28th March, 2008.

To,

Danielle White

General Manager

ABC Company

New Jersey

Dear Ms. White,

I am writing to bid you farewell, as I leave ABC Company on 1st April and move on to San Jose to take up another appointment.  As you know, the move has been prompted because of family requirements.

I would like to take this opportunity and thank you for all the guidance and support you have given me during my tenure here.  I have grown not only professionally but personally as well because of your invaluable help and advice.

I look forward to keeping in touch with you.  My email id remains the same and I shall send you my new contact details at the earliest.

Thank you for everything,

Sincerely,

Jane Martin