24th March, 2012

To,

Project Manager
ABC Corporation
Adam Street
LA, USA

Dear Mr. James,

I take this opportunity to thank you for your guidance and support throughout my time at the ABC Corporation as an associate consultant. The success I have achieved at my workplace has been a result of your constant guidance.

Before leaving, I wanted to express my gratitude for the supervision I have received while working here, which has immensely helped me develop my personal and professional skills. Although I am excited to pursue another career opportunity, it is with great regret that I am bidding adieu to this company.

Before I move on, I want to take a moment to remember and cherish the time I had here, where I have made many life-long friends. The decision was not an easy one, but I felt that it was in the best interest of my career goals. Even though I will be missing everyone at the ABC Corporation, I am really looking forward to a new and fresh start.

I wish the best for this company, and will surely keep in touch. My contact number and email address will remain the same, in case you or the management ever need to contact me.

Yours Truly,

Alfonso Thomas