Justin Roberts  
231 Adams Ave.  
Austin, TX 32913  
555-555-5555  
justin.roberts@email.com

April 4, 2020

Chris Donahue  
Director of Sales  
Data Refuge  
923 32nd Ave.  
Austin, TX 32913

Dear Mr. Donahue,

Tomorrow is my final day with Data Refuge before I begin my new position with Education Software Solutions. I just wanted to take the time to express my appreciation for all of the support and guidance you have provided me over the past four years.

When I began working here, I was fresh out of college and, while eager, had no idea how to sell customers on products and services. With your mentoring, however, I have grown into one of the top-performing sales representatives and have even built my own sales team. Words cannot express my appreciation for your support as you helped turn me into the leader I am today.

I wish you and everyone here at Data Refuge continued success, and I sincerely hope we can stay in touch. I have included my contact information above.

With gratitude,

Justin