To,

Mr. Singh

CEO, ABC Finances

New Delhi

Date: 10th March 2010

From,

Rahul Saini

PR Executive, ABC Finances

New Delhi

Sub: Thank you for a great farewell party.

Dear Sir,

I want to express my sincere gratitude to you and to all my colleagues who have arranged for such a lovely farewell party for me. Moments spend with all of you will always hold a special place in my heart. It was a great learning experience for me while working in this organization. Before leaving, I would like to hand over my responsibilities to the concerned person.

I, once again, would like to thank you all for the love and support you have given me. Please be in touch through email or phone. I would feel happy if you call me.

Wishing you all the best for your future endeavors.

Yours truly,

Rahul Saini