From: Ms. TinkErbel

#31 Pan Street, Hook

To: Mr. Benny Ton

General Manager Production Section

Spark Industry

Dated: April 26, 20XX

Dear Mr. Ton,

I think it is the time to bid my last farewell and have this time to thank you for all the knowledge and values you have spent to me as your Assistant Manager for the past one year and a half that I work in your section. It is been a fruitful and productive year for me as you teach me all the necessary things I need to manage a department. You were always been my guide for every managing decisions I take as what is good or bad not just for the company but for the employees themselves. You put emphasis on balancing the goal and relationship with others to make a goal a sweet thing to achieve.

Now I will find my new career abroad and hoping to step on a greener pasture. My stay in your section will be my work model as it is emphasize teamwork and good relationship with your colleagues. For a year and a half makes my career competent enough to work with other people in different areas.

Thank you Sir for being there, here is my contact no 209282733 and my email friends@yahoo.com . you can contact me if you need something Sir, goodbye and take care

Regards,

Ms. TinkErbel