

To,

Tim Burton

Team Leader

Information Technology Department

Sun Rise Technologies

Office Towers

45 Mountain Terrain Road

Holly Wood, Los Angeles 7945

Dated: 2<sup>nd</sup> of March 2012

Subject: Letter to bid you farewell

Dear Mr. Burton,

I was sad to hear that you are resigning from your position as you will be joining a different organization. I would like to bid you farewell.

Since I have joined this organization you have always been my inspiration. You have always motivated me to give my best in my job. You have been my first trainer in this organization and whatever I know about the policies and procedures of the company it is because of you. It is very important to have guiding figure like you at workplace.

You will always be the best team leader with whom I have worked. Wishing you all the best and loads of success for your future endeavors.

Regards,

Tom Cruise

Junior software engineer