**Example #1**

Madam:

I will miss the great number of personal connections that I have made over that past three years, and it is with a heavy heart that I leave my current position. Please accept my gratitude for helping to make my time at Ridgemount High so rewarding.

If you have any questions, do not hesitate to contact me at my personal email address or telephone number.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_  
Ms. Eleanore French  
efrench@email.com  
(555) 555-5555

**Example #2**

Thank you again for the many enjoyable years that we have worked together. I will forever be in your service.

Please stay in touch.

Sincere Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Charles West  
History Teacher