Subject Line: Thank You

Hi Camila,

I wanted to let you know I’ve accepted another opportunity and my last day with ABC Company will be next Friday.

I am so thankful for my time here and especially grateful for your mentorship over the past four years. I could not have achieved all that I did without your constant support and encouragement. I will never forget the lessons you shared.

I’ll be moving to Philadelphia to start my new job at the end of the month. I would love to get together for coffee before then, but if not I hope you’ll keep in touch. You can reach me at a.stefanopoulos@email.com or by phone at 555-678-9101.

Thank you again for everything!
Best,

Alexis