

Letter focusing on appreciation for guidance and mentorship

Subject: Gratitude for Your Mentorship

Dear [Manager's Name],

As I leave [Company Name], I want to acknowledge and thank you for your mentorship and guidance throughout my time here. Your support has greatly enhanced my professional development, and I am grateful for the lessons and advice you shared.

I look forward to applying these learnings in the next stage of my career.

Warm regards,

[Your Name]

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