Date

Dear ‘Name of Manager’,

I would like to thank you for your great understanding behavior and for the amount of trust you have placed in us.

Due to your work ethics and attitude towards your subordinates, I have been able to learn a great deal of skills. I would just like to thank you for directing me into experiencing great opportunities and helping me evolve my work attitude and skills.

Thank you for motivating me and instilling confidence in me.

Sincerely,

Name of Employee,

Name of Designation.