

# Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce the conclusion of my tenure at [Hotel/Company Name]. My last working day will be [Last Working Day].

It has been a wonderful experience working alongside such talented individuals in the hospitality industry. I am grateful for the opportunities I've had to learn and grow during my time here.

I would like to extend my heartfelt thanks to you and the entire team for your support and guidance. I am sure the skills and experiences I have gained will serve me well in my future endeavors.

Wishing you all continued success, and I hope our paths will cross again in the future!

Warm regards,

[Your Name]

[Your Contact Information]