Date (DD/MM/YYYY)

Kind Attention:

Name of Appointment Letter Signatory or Company Head/ Contract Signor

Correct Postal Address

Subject: End of Training & Handing Over Charge

Dear Mr/ Ms Name of Official

As you would be aware, I, the undersigned, am working as Trainee at **Name of Organization** since **Date of Assuming Position**.

I wish to thank you personally, the organization and all managers and my colleagues for their cooperation to fulfil and succeed at training important for my career.

My training period with the company expires on **DD/MM/YYYY.**

Furthermore, kindly designate an employee from our organization to hand over charge to ensure smooth functioning of the work, after my departure.

And finally, I request you to instruct the Accounts Department to calculate and settle all my dues if any, in compliance with company rules and regulations.

Should you or any other duly authorized staff from our organization require any clarifications or details, please contact me at the details provided below.

Kindly issue me a certificate of training and inform me about the date of discharge from my current duties.

Once again, my sincere gratitude and appreciation for all of my colleagues.

Yours Truly

**Your Name’**

**Correct Postal Address**

**Mobile No:**

**Personal email**.