

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As I prepare to say goodbye to my time at [Company/Organization Name] in Akron, I wanted to take a moment to express my heartfelt gratitude for the experiences and memories I've gained during my tenure here.

Working with such a talented and supportive team has been a genuine pleasure. I will always cherish the friendships and professional relationships I've built over the years. Thank you for the encouragement, guidance, and support you've offered me - you've made a significant difference in my life.

As I move on to the next chapter of my journey, I will carry the lessons learned and the fond memories with me. I hope to stay in touch, and I look forward to hearing about the continued success of our team.

Please feel free to reach me at [Your Email Address] or [Your Phone Number]. Wishing you all the best in the future!

Warm regards,

[Your Name]
[Your Job Title]
[Company/Organization Name]