

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

As I prepare to say goodbye, I wanted to take a moment to express my heartfelt gratitude and share a few thoughts with you.

[Insert personal memories, experiences, or anecdotes that highlight your time together.]

It has truly been a pleasure to have known and worked with you. I will cherish the memories we've created and the lessons I've learned during our time together.

Though I'm moving on to a new chapter, I hope our paths cross again in the future.

Wishing you all the best in your endeavors.

Warm regards,

[Your Name]

[Optional Contact Information]