

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

[Colleague's Name]
[Colleague's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Colleague's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt thanks for your [specific assistance, support, or collaboration] during [specific project or situation].

Your [mention specific qualities, skills, or efforts] made a significant impact on the outcome and made the process much smoother. I truly appreciate your [mention any specific contributions they made].

Working alongside you has been a great experience, and I look forward to our continued collaboration in the future. Thank you once again for your hard work and dedication.

Best regards,

[Your Name]
[Your Position]