

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally acknowledge my work experience at [Company Name] from [Start Date] to [End Date]. During my time in the [Specific Department or Role], I had the opportunity to learn valuable skills such as [List Key Skills or Experiences]. This experience has significantly enhanced my understanding of [Industry or Field] and has prepared me for future career endeavors. I would like to express my gratitude for the support and guidance provided by you and the entire team. Your mentorship has been instrumental in my professional development.

Thank you once again for this incredible opportunity. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your LinkedIn Profile (if applicable)]