

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

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

Dear [Recipient's Name],
I hope this note finds you well. As I prepare to bid farewell to [Company/Organization Name], I wanted to take a moment to express my heartfelt gratitude for the time I've spent here and the relationships I've built.

During my time at [Company/Organization], I have learned so much and grown both professionally and personally. I am incredibly thankful for the support, guidance, and opportunities that you and the team have provided.

Though it is difficult to say goodbye, I am excited about the new chapter ahead. I cherish the memories we've created together and hope to stay in touch moving forward.

Thank you once again for everything. I wish you and the entire team continued success in the future.

Warmest regards,
[Your Signature (if sending a hard copy)]
[Your Typed Name]