

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Friend's Name]
[Friend's Address]
[City, State, Zip Code]
Dear [Friend's Name],

I hope this letter finds you in great spirits. As you prepare to embark on this new chapter in your career, I wanted to take a moment to express my heartfelt appreciation for our time together at [Company/Organization Name].

From the very beginning, your positive attitude and unwavering support have made a significant impact on both my professional and personal life. Your willingness to lend a helping hand, share your insights, and celebrate each other's successes has created an environment that I will deeply miss.

I have learned so much from you, and your friendship has been a true gift. As you move on to [New Job/Opportunity], I have no doubt that you will continue to inspire and uplift those around you, just as you have done here.

Thank you for being such a wonderful friend and colleague. Please keep in touch, as I look forward to hearing about all your future successes.

Wishing you all the best in your new role!

Warm regards,
[Your Name]