

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

[HR Manager's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to express my sincere gratitude to you and the entire HR department for your continued support and assistance during my time at [Company's Name].

Your efforts in facilitating a smooth onboarding experience and your prompt responses to my inquiries have greatly contributed to my positive experience within the company. I truly appreciate the guidance you have provided regarding employee resources and benefits.

Thank you once again for your outstanding support. I look forward to contributing to our team's success and growth.

Warm regards,

[Your Name]
[Your Job Title]