

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Position]  
[Department/Office Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

As I prepare to embark on a new chapter of my life after years of dedicated service as an IAS officer, I wish to take a moment to express my gratitude and reflect on the unforgettable journey we've shared. Throughout my tenure, I have been fortunate to work alongside remarkable colleagues who have inspired me with their unwavering commitment to public service. Together, we have faced challenges and celebrated achievements that will forever be etched in my memory.

I am proud of the initiatives we launched, the policies we implemented, and the lives we touched. Every moment spent in service has shaped my understanding of leadership and the immense responsibility we bear as civil servants.

As I move forward, I will carry with me the lessons learned and the friendships formed. I look forward to staying connected and witnessing the continued success of our team and the positive changes we have initiated.

Thank you for the support, camaraderie, and inspiration over the years. I wish each of you the best in your future endeavors.

Warm regards,

[Your Name]  
[Your Position]