

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

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

Dear [Recipient Name],

As I prepare to say goodbye, I want to take a moment to express my heartfelt gratitude for the time I have spent at [Company/Organization Name]. It has been a truly enriching experience, and I will carry the lessons learned and relationships built with me as I move on to the next chapter of my career.

I am particularly thankful for the opportunities to work on [specific projects, experiences, or values learned] and for the support and encouragement from you and the team. The collaborative spirit and camaraderie here are something I will always cherish.

While I look forward to new challenges ahead, I will undoubtedly miss the incredible team and the energizing work environment. Please stay in touch, as I would love to hear about all the future successes of [Company/Organization Name].

Thank you once again for everything. Wishing you all the best in the years to come.

Warmest regards,

[Your Name]
[Your Job Title]