

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

Dear JGG Team,

As I prepare to move on to my next adventure, I wanted to take a moment to express my heartfelt gratitude to each and every one of you. Working at JGG has not just been a job for me; it has been a period filled with growth, learning, and cherished memories.

From our collaborative projects to the countless laughs we shared, I will carry these experiences with me always. I am truly thankful for the support and encouragement you have provided throughout my time here.

Although I am excited about the future, leaving this incredible team is not easy. Please keep in touch; I would love to hear about all the amazing things you will continue to accomplish.

Wishing you all the very best,

[Your Name]