

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As my time at JKO comes to an end, I wanted to take a moment to express my gratitude for the experiences and relationships I've built during my tenure here.

Working alongside such a talented team has been an invaluable experience. I have learned and grown tremendously, and I will carry these lessons with me in my future endeavors. I truly appreciate the support and camaraderie that I have received from everyone.

I am excited about the new opportunities that lie ahead, but I will miss the collaborative spirit and the friendships I have formed at JKO. Please stay in touch; I would love to hear about all the amazing things the team will continue to accomplish.

Thank you once again for everything. Wishing you all the best for the future!

Warmest regards,

[Your Name]
[Your Job Title]