

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As I prepare to embark on my next journey, I want to take a moment to express my heartfelt gratitude to you and the entire team at [Company Name].

During my time here, I have had the privilege of working alongside some of the most talented and dedicated individuals in the field, particularly in our KQL projects. The experiences and skills I've gained will undoubtedly stay with me as I move forward.

I am especially thankful for [mention specific projects, experiences, or mentorship you received]. These moments have not only enriched my professional growth but have also created lasting friendships and connections that I cherish deeply.

As I say farewell, I want to wish you all continued success. I am excited to see the great things [Company Name] will accomplish in the future and hope to stay in touch. Please feel free to reach me at my personal email [Your Email Address] or on LinkedIn [Your LinkedIn Profile].

Thank you once again for everything.

Warm regards,

[Your Name]