

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name/Team],

As my time at [Company Name] comes to an end, I wanted to take a moment to express my heartfelt appreciation for the incredible experiences and memories I've made during my time here.

Working alongside such talented and supportive colleagues has been a true privilege. I am grateful for the guidance, friendship, and countless opportunities for growth that have been offered to me. Together, we have achieved so much and I will cherish the laughs, challenges, and successes we've shared.

Thank you once again for making my time at [Company Name] so memorable. I wish you all continued success and hope to stay in touch.

Warmest regards,  
[Your Name]