

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name/Team],

As I prepare to say goodbye on my last day at [Company Name], I wanted to take a moment to express my heartfelt gratitude to each of you.

Working here has been an incredible journey filled with growth, learning, and great memories. I am thankful for the support, camaraderie, and guidance I've received from all of you. Together, we have achieved remarkable milestones, and I will cherish the experiences we've shared.

I am excited about the new chapter that lies ahead of me, but I'll miss the daily interactions and collaboration with such a talented team.

Please stay in touch; I would love to hear about all the great things you continue to do.

You can reach me at [personal email address] or [phone number]. I wish you all continued success and happiness in your personal and professional lives.

Thank you once again for everything!

Warm regards,

[Your Name]