

[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],

As I prepare to leave [Company Name] today, I want to take a moment to express my heartfelt gratitude for the time I spent here. It has truly been a remarkable experience that I will cherish for years to come. Working alongside such talented and dedicated colleagues has not only enriched my professional life but has also created lasting friendships. I am incredibly proud of what we have accomplished together and will carry those memories with me as I move forward.

I want to thank you for your guidance and support throughout my journey at [Company Name]. Your leadership has inspired me to grow and strive for excellence. I appreciate the opportunities I've been given, and I wholeheartedly believe that this experience has shaped who I am today. Although I am excited about the new chapter ahead, I will surely miss the unique atmosphere and camaraderie that we shared. Please keep in touch, as I would love to hear about all the wonderful things you and the team will continue to achieve.

Wishing you all nothing but success and happiness in the future.

Warm regards,

[Your Name]
[Your Job Title]