

[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 I prepare to leave [Company Name] after [duration of employment], I want to take a moment to express my heartfelt gratitude to each and every one of you. Working alongside such talented and dedicated individuals has been a truly rewarding experience.

I am incredibly thankful for the support, camaraderie, and the many wonderful memories created during my time here. I have learned so much and have grown both personally and professionally thanks to all of you. Although I am excited about my next adventure, I will deeply miss the [team dynamics, specific projects, daily interactions, etc.]. Please keep in touch! You can reach me at [personal email or phone number].

Wishing you all continued success and growth. Thank you once again for everything.

Warmest regards,
[Your Name]