

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

Dear [Boss's Name],

As I wrap up my final day at [Company Name], I wanted to take a moment to express my gratitude for the opportunity to be a part of this incredible team.

I have truly enjoyed my time here and have learned so much under your leadership. The experiences I've gained and the friendships I've built will stay with me as I move forward in my career.

Thank you for your support and guidance throughout my time here. I look forward to staying in touch and wish you and the team continued success.

Best regards,

[Your Name]