

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

Dear [Manager's Name] and Team,

As I wrap up my time at [Company's Name], I want to take a moment to express my heartfelt appreciation for the incredible experiences and relationships I've built here.

Working alongside such talented and dedicated individuals has been a privilege. I am grateful for the guidance and support I've received throughout my journey. The opportunities to learn and grow within this organization have been invaluable, and I will carry those lessons with me.

Thank you for the camaraderie, the laughter, and the challenges that pushed me to excel. I will miss our daily interactions and the collaborative spirit that makes [Company's Name] such a special place. Wishing you all continued success in your future endeavors. Stay in touch!

Warmest regards,

[Your Name]