

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As I prepare to [mention the reason for your departure, e.g., move on to a new opportunity, graduate, etc.], I wanted to take a moment to express my heartfelt gratitude for your guidance and support throughout my journey.

From our very first meeting, your wisdom and encouragement have profoundly impacted my personal and professional growth. I have learned so much under your mentorship, particularly [mention specific skills, lessons, or experiences that were valuable].

Your belief in my potential has inspired me to pursue my goals with confidence. I will always cherish the time we worked together and carry the lessons you taught me into my future endeavors.

Thank you once again for everything. I hope to stay in touch, and I look forward to updating you on my progress.

Warmest regards,

[Your Name]