

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

Dear [Recipient's Name],

As the year comes to a close, I wanted to take a moment to express my heartfelt gratitude for your guidance and support throughout this year. Your mentorship has been invaluable to me, and I am truly thankful for the time and effort you have dedicated to my development.

During this holiday season, I wish you and your family joy, peace, and happiness. May the new year bring you continued success and fulfillment in both your personal and professional endeavors.

Thank you once again for being such an inspiring mentor. I look forward to learning more from you in the coming year.

Warmest wishes,

[Your Name]