

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

Dear [Recipient's Name],

I hope this letter finds you well.

As I prepare to embark on a new chapter in my life, I wanted to take a moment to bid farewell and express my gratitude for the time we've spent together.

[Insert personal anecdotes or memories]

I appreciate [mention specific qualities or contributions of the recipient] and will always cherish the experiences we shared.

I wish you all the best in your future endeavors. Please stay in touch!

You can reach me at [your email or phone number].

Warm regards,

[Your Name]