

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Teammate's Name]  
[Teammate's Address]  
[City, State, Zip Code]

Dear [Teammate's Name],

I hope this letter finds you well. As I reflect on our time together as teammates, I wanted to take a moment to express my thoughts and feelings about our shared experiences.

First and foremost, I want to acknowledge how much I valued your dedication and hard work during our time on the team. Your commitment to [specific project or activity] inspired me and pushed me to strive for excellence. I truly appreciated your insightful contributions and the way you always encouraged others, including myself.

One of my favorite memories was [describe a specific event or moment that stands out]. It showcased not only our teamwork but also the camaraderie we built along the way. Those moments are what I cherish most.

I also learned a great deal from you, especially [mention a specific skill or lesson]. Your ability to [describe a quality or skill] has had a lasting impact on me, and I carry that forward in my endeavors.

As we both continue on our paths, I hope we can stay in touch. I would love to hear about where life takes you next and to share my own journey as well.

Thank you once again for being such a tremendous teammate. I wish you all the best in your future endeavors.

Warm regards,

[Your Name]