

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere gratitude for the opportunity to work with you and your team in the role of Quality Control Manager.

I appreciate the trust you have placed in me to oversee quality assurance processes and ensure that our products meet the highest standards of excellence. Your support and guidance have been invaluable during this time, and I have learned so much from your leadership.

Thank you for your encouragement and collaboration. I look forward to continuing to work together to enhance our quality control initiatives and achieve our company's goals.

Warmest regards,

[Your Name]
[Your Job Title]