

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my gratitude for the opportunity to work at [Company's Name]. I want to take a moment to thank you for your support and guidance during my time here.

I appreciate the valuable lessons I have learned and the experiences that have contributed to my professional growth. Working alongside such a dedicated team has been a rewarding experience, and I look forward to continuing to contribute to our team's success.

Thank you once again for everything.

Sincerely,
[Your Name]