

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[University of Johannesburg]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name/Colleagues/Team],

As I prepare to leave the University of Johannesburg, I wanted to take a moment to express my heartfelt gratitude to all of you. My time here has been incredibly rewarding, filled with unforgettable experiences and valuable lessons.

I have cherished the opportunity to work alongside such talented and passionate individuals. The support and camaraderie I have received have made my journey all the more special. I will forever hold dear the friendships I have built here.

While I am excited about the new path ahead, I will greatly miss the vibrant environment and the inspiring community at UJ. Please keep in touch; I would love to hear all about your continued successes.

Wishing you all the best for the future.

Warm regards,

[Your Name]
[Your Position/Department]