

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason for your thanks, e.g., "the opportunity to work on the JXB project"].

Your support and guidance during this time were invaluable, and I truly appreciate [mention any specific help or contributions]. It has been a pleasure to collaborate with you and the team.

Thank you once again for your encouragement and support. I look forward to continuing our work together in the future.

Warm regards,

[Your Name]