

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As my work experience at [Company's Name] comes to a close, I wanted to take a moment to express my gratitude for the opportunity to learn and grow in such a supportive environment. During my time here, I had the chance to [mention specific tasks, projects, or skills learned], which greatly enhanced my understanding of [industry or field]. I am particularly thankful for the guidance and encouragement provided by you and the team, which made my experience both enjoyable and valuable.

I look forward to staying in touch, and I hope to apply the skills and knowledge I gained during my time at [Company's Name] in my future endeavors.

Thank you once again for this incredible opportunity.

Sincerely,
[Your Name]