

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

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

Dear [Recipient's Name],

I hope this letter finds you well. As I prepare to transition from [Company/Organization Name], I wanted to take a moment to express my gratitude and bidding farewell to my wonderful colleagues and friends. My last day will be [Last Working Day], and as I reflect on my time here, I feel so fortunate to have worked alongside such talented individuals. The experiences I have gained and the relationships I have built will always hold a special place in my heart.

I am particularly grateful for [mention specific experiences, projects, or colleagues that had a significant impact]. These moments have greatly enriched my professional journey.

I wish you all continued success in your endeavors, and I look forward to staying in touch. You can reach me at [Your Personal Email or Phone Number].

Thank you once again for everything.

Warm regards,

[Your Name]