

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

As I prepare to depart from my role at Xwatch, I wanted to take a moment to express my gratitude and reflect on my time spent here.

I have truly valued the opportunities for growth and the relationships I have built during my tenure. The support from my colleagues and the collaborative environment at Xwatch have been instrumental in my professional development.

I will miss our teamwork and the culture of innovation that defines Xwatch. I am proud to have been part of a team that strives for excellence and pushes boundaries.

As I embark on this new chapter in my career, I carry with me the memories and lessons learned here. I hope to stay in touch and look forward to hearing about Xwatch's future successes.

Thank you once again for everything.

Warm regards,

[Your Name]