

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

Dear [Recipient's Name],

I hope this message finds you well. As I prepare to embark on a new chapter in my life, I wanted to take a moment to express my heartfelt gratitude and bid farewell to all of you.

Working at [Company/Organization Name] has been an incredible journey filled with unforgettable experiences. I have cherished the time spent with my colleagues, learning, growing, and contributing to our shared goals. Each of you has played an important role in my development, and for that, I am truly thankful.

I will always treasure the memories we made, from [specific experience or event] to [another specific experience or event]. Your support and camaraderie have meant so much to me, and I will carry those memories with me as I move forward.

Although I am excited about the future, I will sincerely miss being part of this amazing team. Please stay in touch; I would love to hear about all the great things you continue to achieve.

Thank you once again for everything. Wishing you all the best in your future endeavors.

Warmest regards,

[Your Name]