

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

As I prepare to leave [Company/Organization Name] on [last working day], I wanted to take a moment to express my heartfelt gratitude for the time I've spent here and the experiences I've gained.

Working with you and the entire team has been a truly rewarding experience. I have appreciated your support, guidance, and encouragement throughout my time here. I will carry the valuable lessons and memories with me as I move on to the next chapter of my career.

I hope to stay in touch, and I look forward to hearing about all the great things you and the team will continue to accomplish. Please feel free to reach out to me at [your personal email] or [your phone number]. Thank you once again for everything.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]