

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

Dear [Recipient's Name],
I hope this letter finds you well. As I prepare to embark on a new chapter in my life, I cannot help but reflect on my time at [Company/Organization Name] and the incredible journey I've experienced here.

First and foremost, I would like to express my heartfelt gratitude for the support and encouragement I received from you and the entire team. Working alongside such talented individuals has not only been a privilege but also a tremendous learning opportunity for me.

During my time here, I have gained invaluable skills and formed lasting friendships that I will cherish forever. I will miss the collaborative spirit and camaraderie we shared, as well as the many memorable moments both in and out of the office.

As I move on to [brief explanation of your next steps], I carry with me all the lessons learned and memories made at [Company/Organization Name]. I look forward to staying in touch and hope that our paths may cross again in the future.

Thank you once again for everything. Wishing you all continued success.

Warmest regards,

[Your Name]