

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

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

Dear [Recipient's Name],

I hope this message finds you well. As I prepare for my next chapter, I wanted to take a moment to express my heartfelt appreciation for the support and kindness you have shown me during my time at [Company/Organization/School].

Your [specific quality, e.g., guidance, friendship, encouragement] has made a significant impact on my journey, and I will always be grateful for the experiences we've shared. I cherish the memories we've created together and will carry the lessons I've learned from you into the future.

Thank you once again for being such an incredible [friend/mentor/colleague]. I wish you all the best and hope to keep in touch.

Warmest regards,

[Your Name]
[Your Job Title/Position, if applicable]
[Your Phone Number, if desired]