

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
QVC

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express my heartfelt gratitude for the support and guidance you have provided during my time at QVC.

Your encouragement has been instrumental in helping me adapt to the company culture and excel in my role. I truly value the opportunities for growth and learning that I've experienced here, and I appreciate your leadership and mentorship along the way.

Thank you once again for your kindness and assistance. I am looking forward to continuing to contribute to our team's success.

Sincerely,  
[Your Name]