

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Boss's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Boss's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for your unwavering support and guidance during my time at [Company's Name].

Your leadership style has not only inspired me but has also contributed significantly to my personal and professional growth. I am grateful for the opportunities I have had to learn from you and for the trust you have placed in me to take on challenging projects.

Thank you for your encouragement and for creating a positive work environment where I feel valued and motivated. I look forward to continuing to grow under your leadership and contributing to the success of our team.

Warm regards,

[Your Name]