

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Colleague's Name]
[Colleague's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Colleague's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for all the support and collaboration you've provided during [specific project or time period].

Your [specific qualities or contributions, e.g., dedication, creativity, teamwork] has made a significant impact, and I truly appreciate the effort you put into [specific task or achievement].

Working alongside you has been a genuine pleasure, and I look forward to continuing our collaboration in the future.

Thank you once again for everything!

Warm regards,

[Your Name]
[Your Job Title]
[Your Contact Information]