

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

Dear [Recipient's Name],

As I prepare to say farewell, I want to take a moment to express my heartfelt gratitude for the time we have spent together. The memories we've created will always hold a special place in my heart.

From our shared laughter to the challenges we've overcome, every experience has shaped me in ways I can't fully express. I will cherish our moments, and I hope to carry your positivity and kindness with me on my journey ahead.

Though our paths may diverge, I sincerely hope we can stay in touch.

Please feel free to reach out anytime at [Your Email Address].

Sending you all my love and warm wishes for the future. Until we meet again,

XOXO,

[Your Name]