Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. As you may already be aware, my last day of employment at [Company Name] will be [Last Working Day], and I wanted to take a moment to express my sincere gratitude for the opportunities and support you have provided me during my tenure here.

Reflecting on my time at [Company Name], I am overwhelmed with a sense of appreciation for the professional growth and personal development that I have experienced under your leadership. Your guidance, mentorship, and unwavering support have been instrumental in shaping my career trajectory, and for that, I am truly grateful.

Throughout my time at [Company Name], I have had the privilege of working with an exceptional team of individuals who have not only been colleagues but also friends. Together, we have faced numerous challenges and achieved remarkable milestones. I would like to extend my heartfelt thanks to each member of the team for their collaboration, dedication, and camaraderie.

I would particularly like to express my gratitude for the opportunities I have been given to work on [specific projects] during my time at [Company Name]. These experiences have allowed me to enhance my skills and knowledge in [specific field] and have undoubtedly contributed to my professional growth.

I am proud to have been part of [Company Name] and its commitment to excellence. The values and work ethic that I have observed here have left a lasting impression on me. I am confident that the skills and insights gained from my time here will serve as a solid foundation for my future endeavors.

Although I am excited about the new opportunity that awaits me, it is with a tinge of sadness that I bid farewell to [Company Name]. I will miss the stimulating work environment, the camaraderie, and the friendships I have formed during my tenure here.

Once again, I extend my deepest appreciation for your guidance, support, and trust throughout my time at [Company Name]. I am truly grateful for all the opportunities that have come my way and for the confidence you have shown in my abilities. I will always look back on my time at [Company Name] with fond memories.

Please convey my heartfelt thanks to the entire team at [Company Name] for their invaluable contributions to my professional growth. I am certain that [Company Name] will continue to thrive under your exceptional leadership.

Wishing you and the entire team at [Company Name] continued success and prosperity.

With warmest regards,

[Your Name]