TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Farewell Party Thank You Letter

Dear **[NAME]**

I humbly thank you all for such a lovely farewell party. Leaving you all is very difficult for me as well, but life should keep on moving. **[DESCRIBE IN YOUR WORDS].** It was a great experience working with you all. Thanks for all the moral support you all have given me. **[CORDIALLY DESCRIBE YOUR GREETINGS].**

I would be leaving on **[MENTION DATE]**  and would like to hand over my responsibilities to the concerned person. **[EXPLAIN YOUR APPRECIATION].**

Moments spent with you all will always hold a special place in my heart.

Once again, thanks for such a nice farewell party.

Yours truly,