TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Farewell Letter

Dear **[Employer's Name]**,

As I prepare to move on to the next stage of my career, I wanted to express my sincere appreciation for the opportunities you have given me during my time at **[Company Name]**. It has been an honor to work with such a dedicated and passionate team.

I am grateful for the support and encouragement you provided me throughout my tenure, which has enabled me to achieve my professional goals. The knowledge and experience I have gained here will undoubtedly serve me well in my future endeavors.

I will always cherish the memories I have made here, and I am grateful for the friendships I have formed along the way. I will miss working with you and the team, but I am confident that our paths will cross again in the future.

Thank you again for everything.

Best regards,

**[Your Name]**