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 would like to express my sincere gratitude to you and to all my colleagues who have arranged for such a lovely farewell party for me. **[DESCRIBE IN YOUR WORDS].** Moments spend with all of you will always hold a special place in my heart. It was a great learning experience for me while working in this organization. Before leaving, I would like to hand over my responsibilities to the concerned person. **[CORDIALLY DESCRIBE YOUR GREETINGS].**

I, once again, would like to thank you all for the love and support you have given me. **[EXPLAIN YOUR APPRECIATION].** Please be in touch through email or phone. I would really feel happy if you call me.

Wishing you all the best for your future endeavors.

Yours truly,