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]**

It has been a delightful journey but like all journeys this too must come to an end.

Thank you for giving me a farewell party that has made me feel like a young employee all over again.

Thank you once again.

Sincerely,