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 still remember the time, when as a junior, I made an accounting error and didn’t come to office thinking what my boss would say to me.

But when I came back after a couple of days, still unsure of myself, I found my boss and team waiting for me. They told me that mistakes are the steppingstones of life.

That I should learn from them. That was the day I decided to work for this company till I retire. And today, when you are giving me a farewell party, I am reminded of my junior days. I shall go back to my home, content, that I have made my success from steppingstones.

Thank you everybody.