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]**

Thank you for making me feel so important.

I have never felt like a staff member here. You made me feel like family member.

Thank you for giving so much respect to an ordinary staff.

I am honored.

Sincerely