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 chapter of my career, I wanted to take a moment to express my deepest gratitude for the opportunities you have given me during my time at **[Company Name]**. Working with you and the rest of the team has been an invaluable experience that I will always cherish.

I am grateful for the support and guidance you provided me throughout my tenure, which has helped me grow both personally and professionally. The knowledge and skills I have gained here will stay with me as I take on new challenges in my future endeavors.

It has been an honor to be a part of such a dynamic and innovative team, and I am proud to have contributed to the success of the company. I wish you and the team all the best in the future.

Thank you again for everything.

Sincerely,

**[Your Name]**