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 giving me such a nice farewell party. Everything was arranged so smoothly.

Thanks for your love and support.

Goodbye and good wishes for your future.

Sincerely