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]**

You were my only friend when I joined this office. You have always been so kind and helpful to me.

We have so many memories together.

Your hosting of a farewell party for me proves that you are truly my best colleague.

Thanks for everything from the bottom of my heart. With a heavy heart, I bid you goodbye.

All the best for your future and keep in touch.

Sincerely