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]**

Thanks for the big farewell party that you hosted for me last night.

I am overwhelmed and touched by your sweet gesture.

Hope this is not the end of everything, keep in touch, I hope to see you soon again.

Sincerely