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]**

My dear colleague, your wise words are an eye-opener for me.

Thanks a lot for the splendid dinner and the grand farewell party that you hosted for me.

Thanks for the nice words and I hope to execute your advice in my new company.

Good luck to you for your future.

Sincerely