**Template**

[Sender's name]
[Address]
[Phone number]
[Email address]
[Date]
[Recipient's name]
[Title]
[Company]
[Company address]

Dear [name],

Tomorrow will be my last day at [company] before [optional—reason for leaving] and I wanted to extend my sincere thanks for your support and guidance during my time here.

I have had a wonderful experience working with you over the past [timeline] and have experienced tremendous personal and professional growth. I have learned [example(s) of professional growth you have achieved].

I wish you and the entire team at [company] continued success. I have included my personal contact information and hope we can stay in touch.

Best wishes,
[Name]