

Formal Thank-You Letter Template for Office Farewell Party

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to extend my sincere gratitude to you and the entire team for organizing such a memorable farewell party in my honor. I truly appreciate the time, effort, and thoughtfulness that went into planning and executing the event.

The kind words shared, the wonderful atmosphere, and the generous gifts all meant a great deal to me. I feel incredibly fortunate to have worked alongside such dedicated and supportive colleagues. Your warm wishes and gestures made my farewell truly special and will be remembered fondly.

Please extend my thanks to everyone who contributed to making the occasion a success. I am grateful for the relationships I have built during my tenure and will always cherish my experiences at [Company/Organization Name].

Thank you once again for your kindness and support. I wish you and the team continued success and look forward to staying in touch.

Sincerely,
[Your Name]