

# Letter of Gratitude

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude for the opportunity to extend my tenure with [Company/Organization Name]. I am truly honored to continue contributing to our shared goals and vision.

Over the past [duration of employment], I have grown tremendously, both personally and professionally. I have been fortunate to work alongside such talented and dedicated colleagues, which has greatly enriched my experience.

As we move forward, I am excited about the prospects ahead and am committed to upholding the values of our organization. Thank you once again for your trust and support.

Sincerely,  
[Your Name]