

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Boss's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Boss's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for the support and guidance you have provided me during my time at [Company's Name]. Your leadership and encouragement have been invaluable to my professional growth.

Thank you for entrusting me with challenging projects and for believing in my abilities. I truly appreciate the opportunities I have had under your direction, and I am eager to continue learning and contributing to our team's success.

Once again, thank you for being an amazing boss. I look forward to achieving more milestones together.

Sincerely,

[Your Name]