

Date

Name of Receiver

Address of the Receiver

Subject: Thank you note

Dear Alice,

I wanted to tell you how grateful I was for the going away party you and the rest of the office threw me, and for the gift! I was so touched, I never in my wildest dreams would've imagined I would get such a grand farewell.

I was feeling so emotional when I opened the box and saw a coffee maker! You guys truly do know me so well, I never could start a day without my cuppa! All of you must have put in so much thought for my gift, I never would've thought you guys noticed my morning habits that much! It's truly something I will cherish forever. Now every time I go to make my morning coffee, I'll be reminded of you guys and how amazing it was to work with all of you.

I am genuinely so thankful I was able to work with such incredible people for the past two years, and my experiences here will be something I will carry forever. Thank you from the bottom of my heart for such a wonderful gift!

Warm wishes and farewell

Sender's Name and Signature