

Subject: Letter of Thanks

Dear Mr. (insert name)

I wished to thank you for being such a supportive, kind, and helpful colleague. My first days at the company would've been quite disastrous had you not been there to show me the ropes. You always tried to take out time to help me get the task done right, even if you were swamped with work.

I could never thank you enough for all your help over the years. Even if I made a couple of mistakes, you were always extremely patient and understood that I was a rookie. In team dinners you made me feel included when I felt like an outsider. My time at the company was as good as it was partly due to you.

You even went above and beyond to help me look for new opportunities and helped me practice for my interview. Now that I am leaving, I hope that every new recruit gets the opportunity to work and grow with a coworker like you.

Wishing you well

(insert your name)