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Sender’s Full Name

Sender's address

Date

Address of the Receiver

Dear \_\_\_\_(Name of the Recipient),

I wished to write a thank you letter for all of the mentorship and support you have offered me over the past two years. I can candidly mention that I would not have been close to where I am standing today without the support, advice, and encouragement that you've given me.

You were there for me, supported me during my low phases, offered valuable life advice, and also took me to innumerable lunches and coffees. You have been extraordinarily generous with your energy and time, things that cannot be repaid.

Thank you for having faith in me when I lost hope in myself, for being genuine with me, and for helping me to overcome my problems. You have helped me to be better in my professional and personal life and have also made me a more effective and loving person. You have become an inspiration to me and I genuinely hope to influence others in my life as you have done for me.

Thank you for all that you have done. If you ever need help with any project at any time, please never hesitate to call me.

Warmest regards,

(Sender’s Name)