



Your address

Today's Date

Address of the Receiver

Dear _____ (Name of the Recipient),

Thanks for joining this office and choosing to be a part of the same team as me. You have made this office a better place to work at. You have become a special part of my life since you joined. I am grateful to have found a friend in my colleague. Through the office banter to gossiping about bosses, I know I have you to talk with. I can count on you for everything, from helping me with my work to giving me life advice. Thank you for coming into my life and becoming such a special person. Sending you love.

Yours Lovingly,

_____ (Sender's Name)