

## **Farewell and Best Wishes**

Dear [Employee's Name],

As you prepare to embark on this new chapter of your career, we wanted to take a moment to express our heartfelt gratitude for your contributions to [Company Name]. Your dedication and hard work have played an integral role in our success, and you will surely be missed.

We are excited for you and the opportunities that lie ahead. We have no doubt that you will excel in your future endeavors. Remember, the skills and values you've cultivated here will serve you well wherever you go.

Congratulations on your new position! Please stay in touch, and know that you will always have friends here at [Company Name].

Wishing you all the best in your future success.

Warm regards,

[Your Name]

[Your Position]

[Company Name]