

Dear [Team Member's Name],

As you prepare to embark on an exciting new chapter in your life, we wanted to take a moment to express our heartfelt farewells. Your contributions to our team have been immeasurable, and you will be greatly missed.

Your dedication, hard work, and positive attitude have made a lasting impact on everyone here. We have thoroughly enjoyed working alongside you and will cherish the memories we've created together.

As you move on to new adventures, remember that you will always be a part of our team. We wish you the very best in your future endeavors, and we hope you stay in touch!

Warmest wishes,

[Your Name]

[Your Position]

[Company/Organization Name]