

# Goodbye Letter

Date: [Insert Date]

Dear [Employee's Name],

As you prepare to embark on the next chapter of your career, I want to take a moment to express my heartfelt gratitude for the invaluable contributions you have made during your time here at [Company Name]. Your hard work, dedication, and positive spirit have made a significant impact on our team and the organization as a whole.

We will truly miss your [specific qualities or contributions, e.g., "creativity and leadership"], and it's hard to imagine our team without you. Your efforts have not gone unnoticed, and you leave behind a legacy of excellence that will inspire your colleagues for years to come.

We wish you all the success and happiness in your future endeavors. Please keep in touch, and know that you will always have friends here at [Company Name].

Warm regards,

[Your Name]

[Your Position]

[Company Name]