

Letter of Gratitude

Date: [Insert Date]

Dear [Employee's Name],

As you prepare to leave us, I wanted 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 and dedication have left a lasting impact on our team and the organization as a whole.

Your professionalism and commitment to excellence have not gone unnoticed, and while we are sad to see you go, we wish you all the best in your future endeavors. [Optional: Mention any specific achievements or projects that the employee excelled in].

Thank you once again for your time and effort. You will be greatly missed, and we hope you stay in touch!

Best regards,

[Your Name]

[Your Position]

[Company Name]