

Farewell Letter to Outgoing Interim Minister

Date: [Insert Date]

To: [Minister's Name]

Dear [Minister's Name],

As your tenure as the Interim Minister comes to a close, we take this opportunity to express our heartfelt gratitude for your dedicated service and unwavering leadership during this transitional period. Your commitment to [specific achievements or initiatives] has left a significant impact on our community and set a strong foundation for future endeavors.

Your ability to unite diverse groups and navigate challenges with grace has inspired many of us. We appreciate the time and effort you have dedicated to ensuring that our needs were met and that our voices were heard.

Please know that you will be greatly missed, but your contributions will always be remembered. We wish you the best in your future endeavors and hope you will remain in touch.

Thank you once again for your service.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]