

Farewell Letter to [Colleague's Name]

Dear [Colleague's Name],

As you prepare to embark on this new chapter of your life, I want to take a moment to express my heartfelt gratitude for the time we have spent working together at [Agency Name]. Your dedication to social service and your unwavering support have made a significant impact on our team and the community we serve.

Your compassion, expertise, and leadership will be greatly missed by all of us. You've not only been a mentor to many but also a friend and a source of inspiration. It's hard to imagine our daily lives without your positive energy and wise words.

As you step into retirement, I hope you take with you fond memories of your achievements and the lives you've touched. May this new journey bring you joy, relaxation, and all the adventures you've been dreaming of!

Congratulations on your retirement! Please keep in touch, and remember, you will always be a cherished member of our team.

Warmest wishes,

[Your Name]

[Your Position]

[Agency Name]