

# Farewell Letter

Dear [Employee's Name],

As you prepare to depart from [Company Name], we want to take a moment to express our heartfelt gratitude for your contributions during your time with us. Your dedication, professionalism, and positive attitude have made a significant impact on our team.

We will miss your presence in the office, as well as your valuable insights and teamwork. You have been more than just a colleague; you've been a friend to many.

We wish you all the best in your new endeavors. May this next chapter bring you success and happiness. Please keep in touch!

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]