

Recognition of Service

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition of Your Service

Dear [Employee's Name],

As you prepare to leave [Company Name], I would like to take this opportunity to express my sincerest gratitude for your contributions during your time with us. Your hard work, dedication, and professionalism have made a significant impact on our team.

Throughout your years with [Company Name], you have demonstrated exceptional skills in [mention specific skills or projects], and your efforts in [list contributions] have helped us achieve our goals. Your positive attitude and willingness to help others will be greatly missed.

We wish you every success in your future endeavors. Please stay in touch, and know that you will always be part of the [Company Name] family.

Thank you once again for your service and best wishes for the future!

Sincerely,

[Your Name]

[Your Position]

[Company Name]