

Dear [Team Member's Name],

As you prepare to depart from our team, I wanted to take a moment to reflect on the wonderful memories we've created together.

From our first match together, where we celebrated our victory as if it was the championship, to those long practices in the rain, every moment has been an incredible part of our journey. Your positivity and dedication have inspired us all.

One particular memory that stands out is [insert a specific memory, e.g., "the time we stayed late to perfect our strategy for the finals"]. That experience truly highlighted the bond we've built and the spirit of teamwork that you brought to our group.

As you move on to new adventures, know that you will always have a special place in our hearts. We will miss your [insert a specific trait, e.g., "infectious laughter and your determination on the field"]. It will not be the same without you, but we are excited to see you thrive in your next chapter.

Thank you for everything, and keep in touch!

Warm regards,

[Your Name]

[Team Name]