

# Farewell Message

Dear [Employee's Name],

As you prepare to leave us, I want to take a moment to express my heartfelt gratitude for all that you have contributed during your time at [Company Name]. Your dedication, hard work, and positive attitude have made a lasting impact on our team and the organization as a whole.

It has been a pleasure working alongside you, and I will miss your presence in the office. Your ability to [mention a specific quality or contribution] has inspired us all, and your friendship will be dearly missed.

While we are sad to see you go, we are also excited for you as you embark on this new journey. We wish you the very best of luck in your future endeavors. Remember, you will always be a part of the [Company Name] family.

Please keep in touch, and don't hesitate to reach out if you need anything.

Warmest wishes,

[Your Name]

[Your Position]

[Company Name]