

Farewell Message

Dear [Employee's Name],

As you prepare to embark on this new chapter in your career, we want to take a moment to express our heartfelt gratitude for your contributions to [Company Name]. Your dedication, hard work, and positive attitude have made a lasting impact on all of us.

While we will certainly miss your presence in the office, we are excited for you as you move forward to [brief mention of the new role or opportunity]. This is an incredible opportunity that you truly deserve.

Remember that although you may be leaving us, you will always be a part of the [Company Name] family. We wish you all the best in your future endeavors and hope our paths cross again.

Good luck, and keep in touch!

Warm regards,

[Your Name]

[Your Position]

[Company Name]