

# Farewell Message

Dear [Colleague's Name],

As you prepare to leave [Company Name], I wanted to take a moment to express my heartfelt farewell. It has been a pleasure working alongside you, and your contributions to our team will be sorely missed.

Your expertise, dedication, and positive attitude have made a lasting impact on our work environment, and I have no doubt that you will excel in your future endeavors. While I am sad to see you go, I am excited for what lies ahead for you.

Thank you for the memories, the support, and the laughs. Please keep in touch, and let us know how you are doing in your new role!

Wishing you all the best,

[Your Name]

[Your Job Title]