

Farewell Letter

Dear [Colleague's Name],

As I prepare to leave my role and embrace retirement, I wanted to take a moment to express my heartfelt gratitude for the wonderful moments we shared during our time together at [Company Name].

Your support and camaraderie have been invaluable to me, and I will cherish the memories we've created. I am truly fortunate to have worked alongside such talented and dedicated individuals.

As I embark on this new phase of my life, I will carry with me the lessons learned and friendships formed here. I wish you all success and happiness in your future endeavors.

Thank you for everything!

Warm regards,

[Your Name]