

# Farewell Letter to a Retiring Colleague

Dear [Colleague's Name],

As you prepare to embark on this new chapter of your life, I wanted to take a moment to express my heartfelt gratitude for the time we've spent together. Your dedication and passion have made a lasting impact on all of us.

Working alongside you has been a true privilege. Your wisdom, kindness, and unwavering support have not only helped shape my career but have also left an indelible mark on the entire team.

While we will miss your presence in the office, we are excited for what lies ahead for you. May this new journey be filled with joy, relaxation, and all the adventures you've been dreaming of.

Thank you for everything. Keep in touch!

Warmest wishes,

[Your Name]