

# Farewell Letter

Dear [Employee's Name],

As you prepare to embark on this exciting new chapter of your life, we want to take a moment to express our heartfelt gratitude for the many years you have dedicated to [Company Name]. Your commitment, hard work, and unwavering professionalism have made a significant impact on our team.

Your contributions will be remembered and cherished, and you will truly be missed. The camaraderie we built and the memories we shared will always hold a special place in our hearts.

As you retire, we wish you all the best in your future adventures. May this next phase be filled with joy, relaxation, and all the passions you've set aside.

Thank you once again for everything. Stay in touch!

Warmest wishes,

[Your Name]

[Your Position]

[Company Name]