

Farewell Letter

Dear [Staff Member's Name],

As you prepare to embark on this new chapter of your life, we want to take a moment to express our heartfelt gratitude for your invaluable contributions to our community.

Your dedication, compassion, and unwavering support have made a lasting impact on our residents and fellow staff members. You have truly been a shining light in our team, and your presence will be greatly missed.

We wish you all the best in your retirement. May this time be filled with relaxation, adventure, and the joy of new experiences.

Thank you for everything, and please keep in touch!

Sincerely,

[Your Name]

[Your Position]

[Community Name]