

Employee Departure Recognition

Date: [Insert Date]

Dear [Employee's Name],

As you prepare to embark on a new chapter in your career, we want to take a moment to recognize and celebrate your contributions during your time with us at [Company Name]. Your hard work, dedication, and positive spirit have left a lasting impact on our team.

Throughout your tenure, you have demonstrated exceptional skills in [mention specific skills or projects]. Your ability to [mention specific achievements or contributions] has greatly influenced our success and inspired your colleagues.

We are grateful for the time and effort you have devoted to [Company Name], and you will certainly be missed. We wish you all the best in your future endeavors, and we hope you stay in touch!

Warm regards,

[Your Name]

[Your Position]

[Company Name]