

Farewell Letter

Date: [Insert Date]

To [Staff Member's Name],

As you approach the completion of the [Program Name], we want to extend our heartfelt congratulations on reaching this significant milestone. It has been a pleasure to have you with us during this journey.

Your dedication, hard work, and positive spirit have made a lasting impact on our team and the organization. We appreciate your contributions and the camaraderie you brought to the workplace.

As you embark on your next chapter, know that you will be greatly missed. We are excited to see where your journey takes you and wish you all the best in your future endeavors.

On behalf of the entire team, thank you for everything. Please keep in touch!

Warm regards,

[Your Name]

[Your Position]

[Company Name]