

**Dear [Mentee's Name],**

I hope this message finds you well. I am writing to inform you that I will be leaving my current position at [Company/Organization Name] on [Departure Date]. It has been a truly enriching experience to be your mentor during this time.

As I prepare for this transition, I want you to know that I believe in your potential and the incredible journey that lies ahead for you. Please continue to pursue your goals with the same passion and determination that you have shown throughout our time together.

Although I may not be your mentor in the same capacity, I encourage you to stay in touch. I would love to hear about your progress and future endeavors. You can always reach me at [Your Personal Email/Phone Number].

Thank you for allowing me to be a part of your journey. Wishing you all the best in your future achievements!

Warm regards,  
[Your Name]