

Dear [Colleague's Name],

I hope this message finds you well. As you prepare to leave us, I wanted to take a moment to express my sincere appreciation for your hard work and dedication during your time here at [Company/Organization Name].

Your contributions to the team have been invaluable, and your positive attitude has inspired us all. It has been a pleasure working alongside you, and you will be greatly missed.

Thank you for all the support, guidance, and friendship you have provided. I wish you all the best in your future endeavors.

Warmest regards,

[Your Name]

[Your Position]