

Farewell Card for [Employee's Name]

Dear [Employee's Name],

As you embark on this new chapter of your life, we want to take a moment to express our heartfelt gratitude for the time you spent with us at [Company Name]. Your dedication, hard work, and positive spirit have not only contributed to our team's success but have also greatly enriched our workplace culture.

While we are sad to see you go, we are excited for what lies ahead for you. May your new journey bring you as much joy and fulfillment as you brought to us. You will be greatly missed!

Wishing you all the best in your future endeavors.

Warm regards,

[Your Name]

[Your Position]

[Company Name]