

Farewell Letter

Dear [Colleague's Name],

As you prepare to embark on a new journey, I wanted to take a moment to express my heartfelt appreciation for the time we've spent together at [Company Name]. Your contributions have made a significant impact, and you will surely be missed.

Working alongside you has been a true pleasure. Your [mention qualities, e.g., dedication, sense of humor, creativity] has inspired not only me but everyone in the team. I have learned so much from you, and I'm grateful for the support and camaraderie we shared.

As you move forward to [mention next steps or new role], I have no doubt that you will continue to achieve great things. Please keep in touch, and don't hesitate to reach out if you ever need anything.

Wishing you all the success and happiness in the world!

Warm regards,

[Your Name]

[Your Job Title]