

Dear [Colleague's Name],

As I sit down to write this letter, I find it hard to believe that the time has come for us to say goodbye. Working alongside you has been one of the most rewarding experiences of my career, and your departure leaves a void that will not easily be filled.

Your kindness, support, and unwavering positivity have made our workplace a better environment. Thank you for always being there to lend a helping hand and for encouraging me on days when things felt overwhelming.

I will cherish the memories we've made together--whether it was collaborating on projects, sharing laughs during coffee breaks, or celebrating each other's successes. I have learned so much from you and am grateful for the lessons you've imparted.

Though I am saddened to see you go, I am excited for the new adventures that await you. You have so much to offer, and I have no doubt you will thrive in your new role.

Please stay in touch. I look forward to hearing about all the wonderful things you will accomplish in the future. You will be truly missed, but I wish you all the best.

With heartfelt appreciation and warm wishes,

[Your Name]