

Farewell Letter

Date: _____

Dear [Executive Leader's Name],

As you prepare to transition to the next chapter of your professional journey, we want to take a moment to express our heartfelt gratitude for your leadership, vision, and dedication during your time with [Company Name]. Your presence has made a significant impact, and you will be greatly missed.

Your ability to navigate challenges and inspire those around you has set a high standard for all of us. We appreciate your unwavering commitment and the many contributions you have made to our team and the organization as a whole.

While we are sad to see you go, we are excited for you and the opportunities that lie ahead. We wish you all the best in your future endeavors, and we hope you stay in touch.

Thank you once again for everything. You will always be a part of the [Company Name] family.

Warmest regards,

[Your Name]

[Your Position]

[Company Name]