

Farewell Letter

Dear [Department Head's Name],

As you prepare to leave us for personal reasons, we want to take a moment to express our heartfelt gratitude for your leadership and dedication during your time here.

Your guidance has not only shaped the direction of our department but has also inspired each of us personally. We will greatly miss your insightful decision-making and the professional atmosphere you fostered.

While we are saddened to see you go, we wish you nothing but the best in your future endeavors. Please stay in touch, and remember that you will always be a valued part of our team.

Warm regards,

[Your Name]

[Your Position]

[Company/Department Name]