

Farewell Letter to Our Team Leader

Dear [Team Leader's Name],

As you prepare to embark on this new chapter in your career, we wanted to take a moment to express our heartfelt gratitude for your leadership and commitment to our team.

Your guidance has been invaluable, and your ability to inspire and motivate us has created an environment where we could thrive. We will miss your insights and the positive energy you brought to the team.

We wish you all the best in your new role at [New Company/Opportunity]. We have no doubt that you will continue to achieve great things and inspire others as you have inspired us.

Thank you for everything, and please keep in touch!

Warmest regards,

[Your Name]

[Your Position]

[Your Company]