

Dear [Recipient's Name],

As you prepare to embark on this new journey, we wanted to take a moment to express our heartfelt gratitude for all that you've done during your time with us.

Your kindness and support have left a lasting impact, and it is with much appreciation that we present you with this farewell gift. We hope it serves as a reminder of the wonderful moments we've shared and the friendships we've built.

Thank you once again for being an integral part of our team. We wish you all the best in your future endeavors and hope to keep in touch!

Warm regards,

[Your Name]

[Your Position]

[Your Company]