

Letter of Appreciation

Date: [Insert Date]

Dear [Coworker's Name],

I hope this message finds you well. As you prepare to embark on a new journey, I wanted to take a moment to express my heartfelt appreciation for the incredible contributions you have made during your time here.

Your dedication and commitment to excellence have always inspired me and the entire team. Your [specific contributions or projects] have greatly impacted our success, and your positive attitude made even the toughest days more manageable.

We will truly miss your expertise and camaraderie, but I am excited for you and this next chapter in your career. Please keep in touch!

Best wishes for your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]