

Farewell Letter to [Coworker's Name]

Dear [Coworker's Name],

As you prepare to transition to your new career, I wanted to take a moment to express my heartfelt gratitude for the time we have spent together at [Company Name]. Your contributions and dedication have not only influenced the success of our projects but have also inspired us all.

From our first brainstorming session to the countless laughs shared during coffee breaks, you have made a significant positive impact on our team. Your talent and work ethic are genuinely commendable, and I have no doubt that you will excel in your new role.

Though it is bittersweet to say goodbye, I am excited for the adventures that lie ahead for you. Please keep in touch and let us know about all your new accomplishments!

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]