

Dear [Coworker's Name],

As you prepare to embark on this new chapter in your career, I wanted to take a moment to reflect on the time we spent working together.

When we first joined forces on the [specific project/task], I was impressed by your [mention specific quality or skill]. Your ability to [describe a contribution they made] significantly contributed to our team's success.

I appreciated our collaborative approach, especially during challenging times. Your [mention a specific instance] taught me the importance of [a lesson learned]. These experiences will stay with me as I continue in my own journey.

While I am sad to see you go, I am excited for what lies ahead for you. Your new role is fortunate to have someone as [positive descriptor] as you, and I am confident you will thrive.

Please keep in touch, and don't hesitate to reach out if you ever need anything. Wishing you all the best in your future endeavors!

Warm regards,
[Your Name]