

# Farewell Message

Dear [Department Head's Name],

As you prepare to embark on a new chapter in your career, I wanted to take a moment to express my heartfelt appreciation for your leadership and support during your time with us. Your guidance has been instrumental in shaping both our department and our individual growth.

Your commitment to excellence and your encouragement have always inspired us to strive for our best. While we are sad to see you go, we are excited for you and confident that you will excel in your next endeavor.

Thank you once again for everything. You will be greatly missed by both me and the entire team.

Wishing you all the best in your future pursuits.

Sincerely,  
[Your Name]  
[Your Position]