

# Dear [Member's Name],

As you prepare to leave our orchestra, we want to take a moment to express our heartfelt appreciation for your contributions over the years. Your talent, dedication, and passion for music have greatly enriched our ensemble.

Your performances have not only inspired us but have also touched the hearts of our audience. We will miss your presence and the joy you brought to rehearsals and concerts.

Thank you for being an integral part of our musical family. We wish you all the best in your future endeavors, and we hope you carry wonderful memories of your time with us.

Sincerely,

[Your Name]

[Your Title]

[Orchestra Name]