

Dear [Parent Group Name] Members,

As we approach the end of the school year, it is with mixed emotions that we bid farewell to some wonderful families in our group. [Name(s) of departing members] will be leaving us, and we want to take a moment to express our heartfelt gratitude for their contributions.

[Name(s)] have been an integral part of our community, bringing joy, support, and enthusiasm. Their involvement in events, volunteer opportunities, and day-to-day interactions has greatly enriched our group.

We will truly miss their presence, but we are excited for their new adventures and the experiences that await them. Please join us in wishing [Name(s)] the very best in their future endeavors.

We invite everyone to join us for a farewell gathering on [Date] at [Location] to celebrate the time we've shared and to wish our departing friends well.

Thank you, [Name(s)], for everything. You will always be a part of our [School/Group Name] family!

Warm regards,
[Your Name]
[Your Position/Role]
[Contact Information]