

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Dear AJ,

As you prepare to embark on a new adventure, I wanted to take a moment to express my heartfelt farewell. Working alongside you has been a true pleasure, and I am grateful for the memories we've created together. Your positive spirit and dedication have greatly impacted our team, and your presence will be deeply missed. Remember that you leave behind not just colleagues but friends who are cheering you on as you take this next step.

Wishing you all the best in your future endeavors. Keep in touch!

Warm regards,

[Your Name]