

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

As you prepare to embark on a new chapter in your professional life, we wanted to take a moment to express our heartfelt appreciation for the time you've spent with us.

Your contributions to [Company Name] have been invaluable, especially in [mention specific projects, achievements, or qualities]. Your dedication, hard work, and positive attitude have left a lasting impression on all of us.

We will miss your [mention any personal attributes, e.g., sense of humor, creativity] around the office. While we are sad to see you go, we are excited for you and the new opportunities that await you.

Please keep in touch! We'd love to hear about your future successes.

Wishing you all the best in your new endeavor.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]