

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

1. **\*\*Opening Statement\*\***

- Acknowledge the employee's departure and express your sentiments.

2. **\*\*Recognition of Contributions\*\***

- Highlight specific achievements and contributions made by the employee during their tenure.

3. **\*\*Personal Touch\*\***

- Share a personal memory or moment that reflects the employee's impact on the team or company.

4. **\*\*Wishes for the Future\*\***

- Convey best wishes for their future endeavors and any specific plans they may have shared.

5. **\*\*Open Invitation\*\***

- Encourage the employee to keep in touch and leave the door open for future interactions.

6. **\*\*Closing Statement\*\***

- Thank the employee once again for their service and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]