

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Friend's Name]
[Friend's Address]
[City, State, Zip Code]
Dear [Friend's Name],

As your time with us draws to a close, I find myself reflecting on the incredible journey we've shared over the years. Saying goodbye is never easy, especially to someone who has become such an integral part of my life and work.

From the moment we met, I knew there was something special about our friendship. We've tackled projects side by side, shared countless laughs, and supported each other through both triumphs and challenges. I will always cherish those memories--our coffee breaks filled with laughter, our late-night brainstorming sessions, and the way you always knew how to lift my spirits.

Your positivity, dedication, and passion have inspired not only me but our entire team. The impact you've made here is immeasurable, and your departure will leave a void that will be hard to fill.

While I am sad to see you go, I am also incredibly excited for the new adventure that lies ahead for you. I have no doubt that you will shine just as brightly in your next chapter. Remember that this is not a farewell but rather a "see you later." Our friendship transcends any job title or workplace.

Please stay in touch. I look forward to hearing about all the amazing things you will accomplish. Know that you will always have a friend in me, no matter where life takes us.

Wishing you all the success and happiness in the world.

With all my love,
[Your Name]