

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

Dear [Friend's Name],

As the time approaches for you to embark on a new journey, I wanted to take a moment to express my heartfelt goodbyes. It's hard to imagine the office without your friendly face and infectious laughter.

Our memories together, from [mention a specific memory or experience], to [another memory], have truly made this experience unforgettable. Your dedication and hard work have not only inspired me but have also left a lasting impact on the team.

As you move forward in your career, I have no doubt that you will continue to thrive and achieve great things. Remember, this is not a goodbye, but a "see you later." Let's make sure to keep in touch and meet up soon!

Wishing you all the best in your new role!

Warm regards,

[Your Name]