

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

Dear [Friend's Name],

I hope this letter finds you well. As you prepare to embark on this exciting new chapter of your career, I wanted to take a moment to express my heartfelt wishes for you.

I am so proud of you for taking this bold step towards [new career field or position]. Your courage and determination have always been inspiring, and I have no doubt that you will thrive in this new environment.

Remember, every great journey begins with a single step, and you've taken that step with grace and confidence.

While I will miss our regular meet-ups and the camaraderie we've built over the years, I am thrilled to see you chase your dreams. Change is never easy, but it also brings about new opportunities and experiences that can help shape the best version of ourselves. Embrace every moment, learn all that you can, and don't forget to keep in touch!

Wishing you all the success and happiness in your new role. You've got this!

Warmest regards,  
[Your Name]