

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

[Colleague's Name]
[Colleague's Address if known]
[City, State, Zip Code if known]

Dear [Colleague's Name],

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

Working alongside you has been a truly rewarding experience. Your dedication, positivity, and support have made a significant impact on our team. I'll always cherish the memories we've created together, from [mention a memorable project or event] to [another shared experience]. Though I'm sad to see you go, I'm excited for you and all the new opportunities that await. I have no doubt that you'll excel in your new role, just as you have here. Please keep in touch, and let us know how you're doing.

Wishing you all the success and happiness in your future endeavors!

Warm regards,
[Your Name]
[Your Job Title]
[Your Company]