

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

Dear [Friend's Name],

I hope this letter finds you in good spirits, even as you prepare for this significant transition in your life. I want to take a moment to express how much your friendship has meant to me during our time together at [Company/Organization Name].

From our first days as colleagues, I knew there was something special about the bond we developed. Your support, laughter, and unwavering positivity have brightened countless days for both me and those around you. I will always cherish our coffee breaks, brainstorming sessions, and those little moments that made our workdays so much more enjoyable.

As you step into this new chapter, I want you to know how proud I am of you for pursuing your dreams and embracing change. I have no doubt that you will excel in your next endeavor and that it will bring you the fulfillment you deserve. While I will miss having you by my side at work, I'm excited to see all the amazing things you will accomplish.

Please stay in touch, and let's make sure that our friendship continues to thrive beyond the walls of the office. Know that I am always here for you, cheering you on every step of the way.

Wishing you all the best in your future adventures!

With heartfelt thanks and warm wishes,

[Your Name]