

[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],

I hope this letter finds you well. As you prepare to leave your current job, I wanted to take a moment to share my thoughts and encouragement during this transition in your life.

Change can be daunting, but it is also an incredible opportunity for growth and new experiences. Remember, every ending is just a new beginning. You have so many valuable skills and talents that I know will shine in your next endeavor.

I am confident that you will embrace this change with the same passion and dedication you have shown here. Take this time to reflect on what you truly want and pursue your dreams fearlessly.

Always remember, I am here for you every step of the way. If you need to talk or share your thoughts, don't hesitate to reach out. You've got this!

Wishing you all the best in your exciting new journey.

Warm regards,

[Your Name]