

Subject: Farewell and Best Wishes!

Dear [Friend's Name],

As you prepare to leave [Company Name], I wanted to take a moment to express how much you mean to me and the team. It has been a pleasure working alongside you, and I will always cherish the memories we've created together.

Your contributions and positivity have made a lasting impact on our workplace, and you will be deeply missed. I am excited for you as you embark on this new chapter in your career. I have no doubt that you will achieve great things!

Let's make sure to stay in touch. I would love to catch up soon--perhaps over coffee or lunch?

Wishing you all the best in your future endeavors!

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]