

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

Dear [Friend's Name],

As I sit down to write this letter, a wave of emotions washes over me. It's hard to believe that our time together at [Company Name] is coming to an end. I wanted to take a moment to express just how much your friendship has meant to me.

From our very first day, you have been more than just a coworker. You have been a confidant, a mentor, and a true friend. I will always cherish the countless laughs we've shared over coffee breaks, the late nights spent finishing projects, and the supportive conversations during challenging times. Your positivity and encouragement have made my experience here so much more enjoyable.

As I move on to my next adventure, I will carry the memories of our time together in my heart. Although I won't be able to see you every day, I am hopeful that we will stay in touch. Please know that I am just a message or a call away, no matter where life takes us.

Thank you for being such a wonderful friend. I wish you all the success and happiness in the world as you continue your journey here at [Company Name].

Take care and keep shining bright!

With warmest regards,

[Your Name]