

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],

As I write this letter, I want to take a moment to express my gratitude for the time we have spent together at [Company Name]. It is with mixed emotions that I bid farewell as you move on to new opportunities.

Your contributions to the team have been invaluable, and your presence will surely be missed. The dedication, hard work, and positive attitude you brought to your role have made a significant impact on both your colleagues and the organization as a whole.

I appreciate all the moments we've shared and the memories we've created. May your future endeavors bring you success and happiness, and I hope our paths cross again someday.

Please keep in touch! You can reach me at [personal email/phone number].

Wishing you all the best,

[Your Name]
[Your Position]