

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

As you prepare to leave [Company Name], I want to take a moment to express our heartfelt appreciation for your contributions during your time with us. Your departure marks the end of an important chapter, and your presence will surely be missed by all.

Throughout your [duration of employment], you have consistently demonstrated exceptional dedication, professionalism, and a commitment to excellence. Your hard work and positive attitude have not only impacted our team but have also contributed to the overall success of the company.

[Include a specific example of their contributions or achievements.]

We wish you all the best in your future endeavors and hope that you carry the great memories and experiences from [Company Name] with you. Please stay in touch, and remember that you will always be a part of our family.

Thank you once again for everything you've done, and good luck on your new journey!

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]