

[Your Name]  
[Your Position]  
[Team Name]  
[Date]

Dear [Player's Name],

As you prepare to embark on the next chapter of your career, I want to take a moment to express our heartfelt gratitude for your time with the [Team Name]. Your dedication, talent, and leadership have made a lasting impact on our organization and the community.

Your contributions on the court have been exceptional, and your work ethic has inspired both your teammates and fans alike. From memorable victories to unforgettable moments, you have left an indelible mark in our hearts.

While we will miss seeing you in a [Team Name] jersey, we are excited for what lies ahead for you. Your future is bright, and we have no doubt that you will continue to achieve great things.

Thank you for everything, and best of luck in your journey ahead. You will always be a part of the [Team Name] family.

Warm regards,  
[Your Signature]  
[Your Name]  
[Your Position]  
[Team Name]