

[Your Company Letterhead]

[Date]

[Team Member's Name]

[Team Member's Address]

[City, State, Zip Code]

Dear [Team Member's Name],

I hope this message finds you well. As you prepare for your departure from [Company Name] on [Last Working Day], I wanted to take a moment to express my appreciation for your contributions during your time with us. Your efforts in [specific projects or responsibilities] have significantly impacted our team and organization. We will certainly miss your [specific qualities or skills] and the positivity you brought to our workplace.

Please ensure that you complete all necessary handover tasks before your final day. If you have any questions regarding the transition, feel free to reach out.

I wish you all the best in your future endeavors. Stay in touch!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]