

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Friend's Name]
[Friend's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Friend's Name],

As I sit down to write this letter, my heart feels heavy knowing that our time working together is coming to an end. It's hard to believe that the moments we've shared at [Company Name] are about to become memories.

From our first day together, I knew we had a special connection. Whether it was sharing lunch breaks, tackling projects as a team, or just finding moments of laughter amid the work chaos, each moment has enriched my life in ways I could never have imagined. You have not only been my colleague but also a true friend, always there to support and uplift me.

I will cherish the memories we created, from our coffee runs to late-night brainstorming sessions. You have inspired me to reach for my goals and have taught me valuable lessons that I will carry with me throughout my career.

As you embark on this new journey, I hope you know how much you will be missed. I have no doubt that you will achieve great things and leave an impact wherever you go. Remember, this goodbye is not the end; it's simply a new beginning for us both.

Please stay in touch. I would love to hear about your adventures and successes! You can reach me at [your phone number] or [your email address].

Wishing you all the best in the future. Thank you for being such an amazing friend.

With heartfelt goodbyes,

[Your Name]