

[Your Name]  
[Your Position]  
[Your Company]  
[Date]

Dear [Colleague's Name],

As you prepare to leave [Company Name], I wanted to take a moment to express my heartfelt farewell. It has been a pleasure working alongside you and witnessing your contributions to our team. Your [mention specific qualities or contributions, e.g., dedication, creativity, leadership] has truly made a positive impact on our work environment.

I will always remember [share a personal memory or experience you had together]. Your presence will be deeply missed, but I am excited for you as you embark on this new journey.

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

Warm regards,

[Your Name]  
[Your Contact Information]