

****Farewell Note Template****

Subject: Farewell and Best Wishes, [Coworker's Name]

Dear Team,

As many of you may know, [Coworker's Name] will be leaving us on [last working day] to pursue [new opportunity, personal reasons, etc.]. While we are sad to see [him/her/them] go, we are excited for what lies ahead in [his/her/their] journey.

****Memorable Moments:****

- [Briefly mention a memorable project, accomplishment, or moment shared with the team.]

- [Another notable experience or contribution from the coworker.]

****Impact on the Team:****

[Insert a sentence or two about the positive impact the coworker has had on the team and workplace culture.]

****Best Wishes:****

We wish [Coworker's Name] all the best in [his/her/their] future endeavors. [He/She/They] will be greatly missed, and we hope to stay in touch.

Please join us for a farewell gathering on [date, time, location] to celebrate [his/her/their] time with us and to say goodbye.

Best Regards,

[Your Name]

[Your Position]