

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Dear Xuan,

As you prepare to embark on this exciting new chapter in your life, I wanted to take a moment to express my heartfelt farewell. Your time with us has been nothing short of remarkable, and you will truly be missed. From our first introduction, your positivity and determination have inspired everyone around you. Whether it was through your contributions at work or the friendships you nurtured, you have left a lasting impression on all of us. I will always remember our [insert a specific memory or shared experience] and how it showcased your incredible spirit. As you move forward, I have no doubt that you will achieve great things. Your talent, work ethic, and kindness will take you far, and I can't wait to see where this journey leads you. Remember, you'll always have a home here with us, and we will be cheering you on from afar. Wishing you all the best in your future endeavors! Keep in touch; I'd love to hear about all your adventures.

Warmest regards,
[Your Name]