

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

Dear Xue,

As you prepare to embark on this new chapter of your life, I wanted to take a moment to express my heartfelt farewell. It has been a true pleasure working alongside you, and your presence will be dearly missed. Your dedication and passion have inspired those around you, and I am grateful for the memories we have shared. From our collaborative projects to our casual coffee breaks, every moment spent together has been cherished.

While it's difficult to say goodbye, I am excited for the opportunities that await you. You are destined for great things, and I have no doubt that you will shine in your future endeavors.

Please keep in touch and share your achievements with us. Wishing you all the best in your new journey.

Warm regards,

[Your Name]  
[Your Position] (if applicable)  
[Your Company/Organization] (if applicable)