

**\*\*Farewell Letter Outline for Yvonne\*\***

**1. \*\*Opening Greeting\*\***

- Address Yvonne warmly.

**2. \*\*Expression of Gratitude\*\***

- Thank Yvonne for her contributions.
- Mention specific instances where she made a difference.

**3. \*\*Personal Memories\*\***

- Share a cherished memory or anecdote involving Yvonne.
- Reflect on what you've learned from her.

**4. \*\*Best Wishes for the Future\*\***

- Wish Yvonne success in her future endeavors.
- Encourage her to stay in touch.

**5. \*\*Closing Remarks\*\***

- Reiterate your appreciation.
- Sign off with a heartfelt message.

**6. \*\*Signature\*\***

- Your name.