

Ladies and gentlemen,

As we gather to bid farewell to [Employee's Name], we are filled with a sense of gratitude and excitement for the future. [Employee's Name] has been an integral part of our team, bringing dedication, creativity, and a positive spirit to every project.

While it is always difficult to say goodbye, we are optimistic about the bright future that lies ahead for [Employee's Name]. We know that they will carry the same passion and determination into their next adventure, and we are confident they will achieve incredible things.

Although [Employee's Name] is moving on, they will always be a part of our family. We look forward to hearing about their successes and celebrating their achievements from afar. As we turn this page, let us be reminded that every end is a new beginning filled with endless possibilities.

Thank you, [Employee's Name], for everything you've given us. Here's to your bright future and all the wonderful opportunities to come!

Best wishes,

[Your Name]