

Ladies and Gentlemen,

Today we gather with mixed emotions as we say farewell to our dear friend and colleague, [Name]. It's never easy to say goodbye, especially to someone who has become such a vital part of our team.

[Name], your dedication, work ethic, and positivity have been truly inspiring to us all. Your ability to bring out the best in others, and your unwavering support, have not gone unnoticed. We have achieved so much together, and your contributions have been integral to our success. While we are sad to see you go, we understand that this move is an exciting new chapter in your life. We have no doubt that you will bring the same passion and drive to your new city. They are incredibly fortunate to have you.

Please remember that though you may be miles away, you will always have a place here with us. We'll miss your laugh, your stories, and your infectious enthusiasm.

We hope all your endeavors bring you as much joy and success as you have brought to us. Keep in touch, and don't forget to visit whenever you can. Farewell, [Name], and best of luck in your new adventure.

Thank you.