TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Farewell Letter

Dear **[Colleague's Name],**

It is with a heavy heart that I write this farewell message to you. I have enjoyed working alongside you for **[duration]** , and I must say that you have been one of the best colleagues I have ever had. Your dedication, hard work, and professionalism have not only made our team better but have also inspired us to aim for excellence.

I am grateful for the opportunity to have worked with you, learned from you, and shared some great moments together. You have been an incredible asset to our team, and your contributions will be missed dearly. I want you to know that your positive impact will be felt for a long time to come.

As you embark on a new journey, I wish you all the best in your future endeavors. May you find success, joy, and fulfillment in your new role, and may you continue to inspire and make a difference in the lives of those around you. Please stay in touch and let us know how you are doing.

Warm regards,

**[Your Name]**