TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Farewell Letter

Dear **[Name]**,

As I sit down to write this letter, my heart is filled with both sadness and gratitude. Sadness because I am going to miss you terribly, but gratitude because I had the opportunity to work with such an amazing colleague like you.

I can't express how much I have learned from you during our time together. You have always been a source of inspiration and motivation for me. Your positive attitude and cheerful nature never failed to brighten up my day. I will always cherish the moments we spent together, the laughs we shared, and the challenges we overcame.

It's hard to imagine the office without you. Your presence will be missed by everyone. But I am confident that you will continue to achieve great success in your future endeavors. You have the talent, the determination, and the drive to reach new heights. I have no doubt that you will make a significant impact wherever you go.

As you embark on a new journey, I want to wish you all the best. May you find happiness, success, and fulfillment in everything you do. Please keep in touch and let me know how you are doing. I would love to hear about all the exciting things you will be up to.

Thank you for being such an amazing colleague and friend. You will always have a special place in my heart.

Sincerely,

**[Your Name]**