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 mixed emotions that I bid you farewell. On one hand, I am happy that you have found a new opportunity to grow and excel in your career, but on the other hand, it is hard to say goodbye to a wonderful colleague and friend like you.

I would like to express my heartfelt appreciation for your hard work, dedication, and contributions to our team. Your positive attitude, professionalism, and passion for your work have been an inspiration to me and others around you. I will miss your contagious smile, your words of encouragement, and your sense of humor that always brightened up our days.

Please know that you have made a lasting impact on our team, and you will be missed dearly. We will cherish the memories we shared together, and we wish you all the best in your new adventure. Please stay in touch and let us know how you are doing.

Best regards,

**[Your Name]**