Subject Line: Way to Go! (Congrats from Your Name)

Dear Jane,

I don’t know whether it was with more joy or sadness that I learned the news that you’ll be moving on to Jones, Able, and Jellico. I’m really proud of you for getting hired for your “dream job,” but boy, will we miss you around here!

My congratulations are heartfelt – please keep in touch and let us know how you’re enjoying the challenges of your new position.

Yours truly,

You’re Name