[Mention the name of the sender]

[Mention the job title of the sender]

[Mention the full name of the entity]

[Mention the date]

To,

[Mention the full name of the recipient]

[Mention the job title of the recipient]

[Mention the full name of the entity]

Dear [Mention the full name of the recipient],

It is hereby informed to you that this letter is exclusively written for the purpose of bidding farewell to the database developer of the company, that is, Mr. [mention the name of the database developer]. We are very heartbroken by the news of your leaving.

Before you leave the [mention the name of the company], we would like to thank you for serving this company for a period of [mention the time period].

We acknowledge your hard-working nature and are truly amazed at your dedication to the work. We have never received any kind of negative feedback from you during the whole tenure. We really do not know if we can ever get an efficient employee like you for the company.

But, we wish you all the very best for your next goal and as well as your career. By your generous act, we are pretty sure that you are going to excel in whichever field you choose to work in.

It is very necessary to let you know that, being your [mention the designation of the sender], we feel blessed as we have always been proud of your work ethic.

Please note- that we have sent you the final payment by crediting it to your account, kindly check and revert back, if you found any issue. Thank you so much.

With regards,

[Mention the name of the sender with signature]

[Mention the designation of the sender] at [Mention the name of the sender]

[Mention the mail ID or the contact number of the sender].