

[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],

When I came to this news that you are going to leave our company [mention the name of the company or organization], I just mixed all my feelings, in one side am very happy that you got such a fabulous opportunity to move ahead in your career but on the other side somewhere deep down I am a bit unhappy because I am going to lose a very good, honest, dedicated and hardworking person from my team.

I know that there is nothing permanent in this life but still, I want to tell you that you will be missed. All those years that you have spent in our organization as an asset to our company, achieving so many profits and goodwill because of you and even achieving so many goals for our company.

You were the only one to take over others' work when they were absent for some reason. You were just fantastic to take over others' work and great as a leader. We even cannot forget those days when you worked nights after nights for the project [mention the name of the project]. Moreover, you have always contributed to this company personally and inspired others to make a difference as well.

You were never just an employee to the [mention the name of the company], you were a family member to us. And I really wish that you always find success in your future endeavors.

Thank you again and wish you the best for more success.

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].