

[Mention the name of the sender]

[Address of the sender]

[Contact information of the sender]

[Date]

To,

(Name of the Recipient)

(Address of the Recipient)

(Contact Information of the Recipient)

Sub: Letter to respond to a farewell letter

Dear (Name of the Recipient),

It is a very sorrowful incident for our entire department (mention the details) that you are leaving our team and us to accomplish your future plans by offering your services to your new workplace.

As we all know, that you were a very skilled and experienced worker of our company (mention the name of the company) from its very beginning. For this reason, we will miss your friendship and honest work in our every crucial work related to the matters of **(mention the details)**.

But we are also very happy about your great success related to the fact, that you can finally offer your proper efforts for those plans which can bring your great success. We all believe that you will be successful in the future. As your fellow workers, we all will really miss you from now on.

Our time together in those previous days at our workplace may have ended, but we will surely be in contact and help each other even after your farewell.

We hope for your friendship and support in the future days as well.

If you have anything to convey or need anything, please contact me at any time at this contact details (mention the address in detail). We know you will be successful shortly.

Thank you very much for your kind support for all these years.

With regards,

(Hand-written Signature)

(Date)