(Mention the full name of the sender)

(Mention the job title of the sender)

(Mention the full name of the entity)

(Mention the relevant 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),

Hope you are doing well. I am writing this letter to tell you that you will be missed when you leave [mention the company's name] next week. When I heard the news, I was filled with melancholy.

You were a great inspiration to all of us in this organization. Your outstanding people skills with a demonstrable aptitude in negotiation and excellent ability to work autonomously and effectively motivate me to do my best daily. As you leave this position, I want to tell you that I have learned a lot from you.

Thank you for teaching me how to appraise the value of properties by thoroughly researching the market or past purchases and advertising properties through various marketing techniques. I will always cherish the good times we had and the challenges we overcame together.

We have been working together for more than [mention years]. You have always been the best real estate broker in this organization. I truly appreciate your assisting me through my difficult times. I couldn't handle the situation if you weren't there next to me. I will never forget all the good times we had in this company.

Thank you for taking the time to learn about my career. I hope that our paths will intersect in the future. Please don't hesitate to call me. I have given you my new phone number in this letter.

Finally, I wish you success in your career and health. Best wishes to you.

Yours sincerely,

[Mention your name]