

(Mention the full name of the sender)

(Mention the job title of the sender)

(Mention the full name of the corporation)

(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 corporation)

Dear (mention the full name of the recipient),

Hearing about you leaving [mention the organization's name] has badly shaken us. It has made us sad and depressed that you will be going away. Though we are happy about your next journey in life, the news of losing you has created a sense of deep loss in our hearts.

For the last [mention the no. of years], all of us could perform our respective duties under the thorough guidance of a great man like you.

The path you showed us and told us to walk always has given us the ultimate peace. We were able to understand the greater purpose, the meaning of life through serving God.

It has been our pleasure to accompany you in your greater missions and witness them. Helping and supporting you, we were able to learn a lot.

We want to tell you that it will take time for us to adapt to this huge change of functioning without you, but we promise you to do your job well and always follow whatever you taught us.

Even though we will miss you terribly in the organization, each of us wants to see you attain greater aims in the future, so thank you, and we are going to pray for your happiness always as we wish you the best for your journey ahead.

Please be in touch with us.

Sincerely,

[Mention your name]