(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),

I had mixed thoughts when I came upon the news of your departure from [mention the name of company]. I was extremely pleased that you had a great job in your career, but I was a little bit sad inside since I would lose an excellent colleague.

I realize that nothing in this world is constant, but I want to tell you; that you will be missed. We spent together over the years working in this organization. We attained the goals and stayed there together for each other like a family. I hope you will always be successful in all the jobs you do.

It was a pleasure to work with you while we were in the good times and in difficult moments. I especially appreciate all your efforts that helped me to set clear team goals, organize team-building activities and encourage me in risk-taking and creativity.

I will remember how we monitor daily operations, team results, and metrics reports and create a good team environment. I constantly appreciate the wonderful times that we share and the challenges we have endured as a team.

You were an excellent member of our team and will always be remembered for your work. If you ever need me, call me anytime or mail me.

We all miss you because it’s been a long [mention years] association. Wishing you wonderful luck in your life and great success. All the best for your new employment.

Yours sincerely

[Mention your name]