

(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),

The painful reminder of your departure on [mention the date] has left us all sad. We still find it hard to believe that you will no longer be a part of [mention the name of the organization]. On a lighter note, we are happy that you will get plenty of opportunities to explore in the future.

We would like to tell you that working here for more than [mention the no. of years], all of us grew fond of you and you must have known that you were never once seen as just the clerk of the office, you have been thought of as an important part of the team as well as of the company whom we saw working hard, making every possible effort to gain recognition for the work done which ultimately you did get.

All of us were extremely happy to see you carry out your day to day tasks at the office with full perfection slowly and steadily. We had full faith in you that once you become well aware of how the job is to be done here, you will achieve all the set targets, which did happen. You did contribute to the growth of the company significantly. We are proud of you.

A small gift has been prepared by all of us which we intend to give you on your last day here, and we would ask you to not say no to it. We hope that you continue to achieve success in all the work you will be doing in the future. If you ever need us for anything, please let us know by contacting us directly at [mention the email ID].

Sincerely,

[Mention your name]