

**(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 employee],**

I am writing this farewell letter to you on behalf of the company (mention the name of the company). You have worked in the company for about (mention the years worked with the company) years but now as you are leaving because of your bad health condition(mention the reason for leaving the company) we understand this and wish you all the best for your health and future.

As we know you have been working really hard for so many years and we're also doing the extra hours as you wanted to do so we really appreciate this kind of behavior and are happy to see your love for the work that you have.

All the other people in the department know you and are impressed with your work. But as you are now leaving due to a reason that is genuine we wish you good luck. We are happy to know you and to have worked with you.

We all will be missed so take care I would also like to inform you that all your payments and dues have been given so please check the details attached with the letter here also we would request you to submit all your ID cards and other papers signed before your mentioned date above. If you need any kind of help you can contact us at our official number (mention the official number) or email us any time at (mention the email id).

Thank you so much

Yours,

**Sincerely,**

**[Mention the sender's Full Name]**

**(Mention the sender's Designation)**

**(Signature of the person)**