

[Mention Your Name]

[Address of the Sender]

Dear [mention the name],

It is a matter of surprise to find that you are leaving [mention the organization name] very shortly. We are really feeling depressed at the moment because you have been us for a quite quality time and had always given us quality work. We indeed appreciate the way you have actually performed from the date of joining till this date.

We also understand that you are overqualified for the position you had been working in [mention company name]. We have all the information about your academic qualification and experiences in different companies. You are extremely talented and highly skilled and therefore you deserve further progress in your career.

You had been working in the department of [mention the department] and had been addressing to [mention the senior person name]; you had never failed to fulfill the commitments. You always take the initiative to manage the team with your efficiency and effective time management and get the work done before the given date assigned by the clients.

We are thankful indeed for the way you have counseled every team member to perform by following the quality standards of [mention the company name]. In your employment period of [mention the employment period], we found that you have always maintained your regularity in attendance.

You have hardly taken any extra leave without giving any prior notice. You have also worked overtime and that has indeed benefitted the organization's output and also inspired the rest of the employees to work hard.

Comparatively, our company could not do anything for you. We regret for not being able to reward a deserving candidate like you. You had been part of [mention the organization name] not only as an employee but also as one of the family members.

However, we would all like to see you making rapid progress in life. We wish you a happy Farewell and Goodbye for now. You can contact us through [mention email] or [mention phone number] for any help. We are there. Best of luck!

Thanking You,

From

[Mention your name]