

Heartfelt career transition appreciation email

Subject: You'll Be Missed More Than You Know

Hi [Employee Name],

I still can't believe today is your last day with us. Writing this email feels surreal because you've become such an integral part of our team that it's hard to imagine the office without your infectious laugh and brilliant ideas.

From day one, you brought something special to our workplace. Your creativity in tackling challenging projects, your willingness to help teammates, and your ability to find humor even in stressful situations made every day brighter. Remember when you [specific memorable moment]? That perfectly captures the positive energy you brought to everything.

Your work on [specific projects] didn't just meet expectations â€” it exceeded them in ways that impressed clients and colleagues alike. But beyond your professional achievements, you've been a genuine friend to so many of us here.

I know this new opportunity at [new company] is perfect for you, and while I'm sad to see you go, I'm genuinely excited about your next adventure. They're incredibly lucky to have someone with your talent, dedication, and wonderful personality.

Please don't be a stranger. Keep in touch and let us know how you're settling in. Our door is always open for coffee and catch-ups.

Wishing you all the best in your new role!

With warm regards,

[Your Name]

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