

Heartfelt exit letter

Subject: Farewell and Gratitude

Dear [Employee Name],

As you leave [Company Name], we want to express our deepest gratitude for your contributions and friendship. Your dedication, positivity, and expertise have left a lasting impact.

We wish you every success and happiness in your future journey. Please stay in touch, and know that you will always be part of our company family.

Warm regards,

[Your Name]

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