Professional farewell letter for employee leaving the company

Subject: Farewell and Best Wishes

Dear [Employee Name],

As you prepare to leave [Company Name], I want to express our sincere appreciation for your dedication, hard work, and positive contributions. Your professionalism and commitment have significantly impacted our team and organization.

We wish you the very best in your future endeavors and hope your new role brings you success and fulfillment. Please know that your presence will be missed, and you will always be a valued part of our extended company family.

Warm regards,

[Your Name]

[Position/Role]

[Company Name]

[Date]

Get more templates here:

https://www.lettersandtemplates.com/letters/farewell-letter-to-employee-leaving-the-company