

Emotional and personal farewell letter

Subject: Wishing You the Best on Your Next Chapter

Dear [Employee Name],

It is with mixed emotions that we bid farewell to you as you leave [Company Name]. Your dedication, enthusiasm, and friendly demeanor have made a lasting impression on all of us.

Thank you for your hard work and the many contributions you have made. We will miss your energy and positivity but are excited to see the great things you will achieve in your future role.

With heartfelt wishes,

[Your Name]

[Date]

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