Friendly informal farewell email

Subject: Good Luck and Farewell!

Hi [Employee Name],

I just wanted to say goodbye and wish you the best as you leave [Company Name]. Itâ€™s been great working with you, and your presence will surely be missed.

Keep in touch, and let us know about all your future successes. Best of luck on your new adventure!

Cheers,

[Your Name]

[Date]

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