

Team-focused formal farewell letter

Subject: Farewell and Appreciation

Dear [Employee Name],

On behalf of the entire [Department/Team], I want to thank you for your dedication and exceptional contributions during your tenure at [Company Name]. Your professionalism, teamwork, and expertise have been invaluable.

We wish you all the best in your new position and hope your career continues to flourish. Please stay in touch and know that you will always be part of our professional network.

Sincerely,

[Your Name]

[Position/Role]

[Company Name]

[Date]

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