

Friendly Informal Response

Subject: So you're really doing it!

Hi [Employee Name],

Well, the day has finally come! I have to admit, part of me always knew you'd eventually spread your wings and take on new challenges. While I'm excited for your next adventure, I'm definitely going to miss having you around.

You've been such an integral part of our team family. Remember when we stayed late working on that impossible deadline for [Project]? Or when you single-handedly saved the [Event] from disaster? Those are the moments that make this job worthwhile, and you've given us so many of them.

Don't worry about the transition stuff â€” we'll figure it out as we always do. Right now, I just want you to know how grateful I am for everything you've brought to this team. Your humor, your work ethic, and your ability to keep us all sane during crazy times won't be easily replaced.

Let's definitely grab lunch before you go. I want to hear all about this new opportunity and make sure we stay in touch.

Cheers to your next chapter!

[Your Name]

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