Heartfelt Address for Employee Farewell

Dear Team,

Today, we bid farewell to [Employee Name], who has been an invaluable part of our family. Their contribution, passion, and positive spirit have touched us all.

Let us celebrate their achievements and wish them success in their future endeavors. [Employee Name], you will be greatly missed, but your legacy will remain with us.

Warm regards,

[CEO Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/sample-speech-by-ceo-of-company