

Heartfelt letter expressing gratitude during transfer

Subject: Wishing You Success in Your New Role

Dear [Employee Name],

It has been a pleasure having you on our team. As you transition from [Current Company] to [New Company], we want to express our sincere gratitude for your contributions.

We are confident that you will continue to thrive and make a positive impact. Wishing you all the success and happiness in your new journey.

Warm regards,

[Sender Name]

[Position]

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