Your Name

Title

Company Name

Date

Recipient Name

Title

Dear (Recipient’s Name)

I am writing this letter to bid farewell to you. It has been a pleasure working with you for a period of 8 years in this office. While I am happy for your new job, I also feel sorrowful that you are leaving ABC Company. You have been an important part of our team in the R&D department and will surely be missed.

With your amiable and cooperative nature, you have been great as a colleague. I always enjoyed your witty nature as it used to alleviate the work stress at the office. I am going to miss your humor and jokes during the lunch break.

I wish you all the best for your next job. Your new colleagues will be lucky to have a smart, hardworking and diligent person in their team. I am sure it will not take time for you to make your place in your new office.

Do let me know if I can be of any help to you in future. I will appreciate if you stay in touch. I hope we stay friends for a long time.

Sincerely,

Best Regards  
[Your Name]