Dear **{Recipient}**,

I know your time with **{company name}** is growing short, so I wanted to take this opportunity to bid you a fond farewell.

Your employment here at **{company name}** has been productive, particularly with the **{name of project, assignment, job, etc.}.** I have appreciated your efforts over the **{months, years}**, and I know the company is losing a valuable asset.

I wish you nothing but luck in your future endeavors, and I hope you will continue to stay in touch to let us know where you land next.

Sincerely,

**{Sender}**