

Dear Someone,

Farewell!

All right, maybe we shouldn't be quite so formal. But it does feel a little bit dramatic, doesn't it, getting this **{letter/card}** from all of us? Sort of like you're standing on the deck of a ship, waving to a crowd that's screaming, "bon voyage!" over the sound of a loud horn.

Or maybe you just think it looks like a **{letter/card}** signed by all of us. The point is, we're writing because we'll miss you and we want to make sure you never forget it. Working with you for the past **{length of time}** has been great, and it's a shame that all good things must come to an end. We'll have to go on and do **{an upcoming project}** without you, even though we all know that your work on **{a past project}** is the reason we still have jobs.

We know you're going to be amazing at **{the new company, being a parent, etc.}**, so we'll try not to be too sad that it means you're leaving us behind.

Please keep in touch!

Good luck,

**Signature**