

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Farewell to Friend/Co-worker

Dear :

In the 3 years that I have worked with you, I have grown to respect you not only as a co-worker, but also as a friend. You have shown integrity concerning the duties of your job, and also as a concerned friend. I am sad to see you leave, but I know that it has always been your goal to return to school. I wish you the best of luck. You will be missed. Please do keep in contact and remember that I am only a phone call or e-mail away.

Remembering you always,

N A M E