# Letter of Farewell Sample

Andres D. Reyes

2784 Carolyns Circle  
Dallas, TX 75209

Dear Andres,

All of us at Unilever Furnishings are very sad to see you go.

When you came to work with us in 1998, some of us had doubts about your abilities. But, 10 years later, we have finally realized how valuable of an asset you were to our company. We realized you were the perfect person to add to our team.

We really enjoyed the way you came to work every day, always smiling and ready to put in your best effort. The level of productivity you achieved was incredible, and you made all the workers around you better.

We wish you nothing but good luck in your new job. We know that you will be successful in everything you do.

Sincerely,

Everybody at Unilever Furnishings!