**Subject line**: Saying goodbye is never easy

Dear John,

Because today is my last day with ABC Collective, I wanted to let you know how much I've enjoyed my time here.

It's been a pleasure working with you, and I appreciate everything I've learned under your leadership. Your guidance and support over the past three years has been invaluable, and I will look back on this time with extreme gratitude.

Although our time together is ending, I hope to keep in touch. Feel free to reach out at firstnamelastname@gmail123.com or 111-222-3333 at any time.

Thank you again for your leadership, and I wish nothing but the best for you and the team.

Sincerely,

Lisa