**[FECHA]**

Dear **[NOMBRE O TÍTULO DE TU RECEPTOR]**

As you probably know, I’m leaving my position as **[TÍTULO DE TU PUESTO]** here at **[NOMBRE DE LA COMPAÑÍA]**, and my last day is **[ÚLTIMO DÍA QUE TE PRESENTARÁS]**.

While I’m excited about the future and **[MOTIVO POR EL QUE TE VAS]**, there’s also a part of me that’s sad to say goodbye to such a wonderful company. I have enjoyed my time here very much, and I value everything I’ve learned, the friendships I’ve made and all the growth over the past **[TIEMPO QUE LLEVAS TRABAJANDO AHÍ]**.

Coming to the office was always a good experience and I will never forget **[ANÉCDOTA AGRADABLE O MEMORABLE]**.

This may be the end of my run here with you, but know that it is not the end of our friendship. You can always find me at **[TU CORREO ELECTRÓNICO]** and don’t hesitate to call me if you ever need something from me.

Working with you has been amazing, and I’ll definitely keep in touch!

All the best,

**[TU NOMBRE]**