**Goodbye to your close colleagues**

**Subject line**: Thank you for everything

Dear Caitlin,

As my time at XYZ Corporation winds down, I can't help but reflect on all the awesome people I've worked with — including you. It's hard to believe we've worked together for more than four years now.

I feel particularly grateful I met you on my first day, and I cannot thank you enough for your guidance those first few weeks. It's been a blast collaborating with you on so many projects. I love your tenacity, your willingness to jump right in, and your ability to think outside the box.

Of course, this isn't goodbye; I know we'll keep in touch outside of work (Let's get those quarterly Zoom check-ins on the calendar we talked about!).

I'll miss you moving forward, but I wish you nothing but the best. Keep killin' it!

Best,

Sarah