

Hey [Colleague's Name],

I just wanted to drop you a quick note to say sorry for missing your farewell party. I was really looking forward to celebrating with everyone, but unfortunately, [brief reason for absence, e.g., something urgent came up at the last minute or I wasn't feeling well].

It's hard to believe you're leaving, and I'll definitely miss working with you. Thank you for all the good times, support, and laughter we've shared in the office. Wishing you the very best for your next adventure - I'm sure you'll do great things!

Let's definitely keep in touch. If you're free sometime, I'd love to catch up over coffee or lunch soon.

All the best,

[Your Name]