

Dear [Friend's Name],

I hope this letter finds you well. I wanted to write to you personally to let you know how truly sorry I am for not being able to attend your farewell party. I was really looking forward to celebrating this special moment with you, but unfortunately, [reason for your absence, e.g., "a last-minute family commitment came up" or "I wasn't feeling well and didn't want to risk passing anything to anyone"].

Please know that I genuinely wish I could have been there to say goodbye in person and share some memorable moments with everyone. You will be greatly missed, and things just won't be the same without you around.

Even though I couldn't be there, I'm cheering you on for this new chapter. I know you'll do amazingly well, and I hope we can catch up soon before you leave. Let's plan to meet one-on-one when you have time.

Wishing you all the best and lots of happiness ahead!

Warm regards,
[Your Name]