TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Farewell Email Letter

Dear **[Name],**

As my time at **[Company Name]** 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.

I'll miss you moving forward, but I wish you nothing but the best.

Best

**[Name]**