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 you know, my time with **[Name]** Collective winds down in a couple days.

I still can't believe it, but it's been an absolute pleasure working with each of you these past six years. This is bittersweet. I'm excited about my next move, but I will greatly miss working with each of you.

I will never forget how much fun we had brainstorming at the local brewery, and Fridays won't be the same without our team lunches at Lemongrass.

Thank you for all your support, and please keep in touch.

I will miss seeing you each day, but I look forward to seeing what you continue to accomplish. If there's anything I can do to assist with this transition in the next two days, don't hesitate to reach out.

All my best

**[Name]**