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],**

To Whom This May Concern,

Because today is my last day with **[Name]** Collective, I wanted to let you know how much I've enjoyed my time here.

It's been a pleasure working with you, and I appreciate everything I've learned under your leadership. Your guidance and support over the past three years has been invaluable, and I will look back on this time with extreme gratitude.

Although our time together is ending, I hope to keep in touch.

Thank you again for your leadership, and I wish nothing but the best for you and the team.

Sincerely,

**[Name]**