TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

**FROM**

**[Sender Name]**

**[Sender Title]**

**Sub:** Farewell Letter

Dear Colleagues,

It is with a heavy heart that I bid farewell to this wonderful team today. As I leave this office, I wanted to take a moment to express my gratitude for the experiences, knowledge, and friendships that I have gained here.

I have spent some of the most memorable years of my career here, thanks to the collective efforts of each one of you. I feel truly blessed to have had the opportunity to work alongside such a talented and supportive group of individuals.

I will miss our daily coffee breaks, group meetings, and those long brainstorming sessions where we come up with the most innovative solutions. But I am also excited to embark on a new journey and take all that I have learned here to my next venture.

Thank you for the love, care, and warmth that you have shown me over the years. I will cherish the memories and friendships that I have made here for a lifetime. I hope to keep in touch with you all and continue to hear about the amazing things you are doing.

Thank you once again, and please stay in touch.

Warm regards,

**[Your Name]**