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 already know, I’ll be leaving **[Company Name]**, and my last day is **[Date]**.

While I’m excited about the new opportunity, there’s also a big part of me that’s sad to be saying goodbye to amazing coworkers like you. I can’t tell you how much I’ve enjoyed our time working together, and how much I value the friendship you’ve shown me over the past **[How Long You’ve Worked Together]**.

You made me look forward to coming into the office, and I’ll always remember **[Funny Moment, Inside Joke, Or Something Special About Working With Them]**.

This might be the end of my time with **[Company]**  but it’s not the end of our friendship.

It’s been great working together, and I’ll keep in touch!

All the best,

**[Name]**