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 may have already heard, I’m leaving my position as a  **[Job Title]** at **[Company]**, and my last day is coming up on **[Date].**

I wanted to take a moment to let you know how much I’ve enjoyed my time here—and you’ve played a part in that. It’s been so great working with you and getting to know you.

The team at **[Company]** has honestly been one of the best parts of working here.

While I won’t be in the office anymore, I hope you’ll keep in touch.

Wishing you all the best,

**[Name]**