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],**

Since today is my final day at **[Company]** I wanted to take a moment to tell you how much I’ve enjoyed my time here.

I’ve learned so much from your experience, advice, and guidance over the past **[Date]** , and my time spent as a **[Job Title]** on this team has been such a valuable part of my career journey.

You’ve helped me **[Something Your Manager Taught You, A Skill They’ve Helped You Develop, Or An Opportunity They Gave You].**

I know I’ll carry the things I’ve learned with me to my next adventure, and I’ll always look back on this experience with a lot of fondness.

Even though our time working together is ending, I’d still love to keep in touch.

Thanks so much, once again, for your leadership.

Thanks for everything,

**[Name]**