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],**

It’s hard to believe tomorrow is already my last day at **[Company Name].**

I know we’ve already talked about me leaving at length, but I wanted to wrap things up and say an official goodbye in this email. It has been such a pleasure to lead you and watch you **[Way They’ve Grown As A Professional While Working For You]**.

I couldn’t have asked for a better team, and I know you’re destined to continue doing big things.

I’ve included my personal contact information below for you. Please don’t ever hesitate to reach out—whether you need advice, a recommendation, or even just want to meet for coffee (I’d love that!).

Again, it’s been amazing to be your manager, and I’m wishing you nothing but the best as you move forward.

All the best,

**[Name]**