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 know, I’m leaving **[Name]**.I want to make clear my gratitude for being able to get to know you both professionally and personally over the past **[Date]**. Without your friendship, support and collaboration, my time here would not have been the same. I’m sure I’ll see you before I leave, but if not, my last day is **[Date]**.

My broad plan is **[Plan]**. I’m excited to get started but will also cherish all our achievements together, like **[Achievement].**

I look forward to keeping in contact and hearing your updates about work, life, whatever!

Please don’t hesitate to get in touch should you need anything or want to catch up.

Wishing you all the best for the future,

**[Name]**