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 we have discussed, I’ll be leaving my current role here at **[Company]** as of **[Date]**.  
  
I’m excited about this new opportunity, but will truly miss your encouragement, positive attitude, and collaboration daily.

Your jokes and spirited impressions made me look forward to coming to work, and I will cherish those memories as I move forward.  
  
My time at **[Company]** may be ending, but I would love to continue to stay in touch. Let’s meet up for a drink or a coffee in the coming weeks!  
  
It’s been a wild ride, and there’s no one else I’d rather have in the workspace next to me day after day!  
  
All the best

**[Name]**