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],**

To Whom This May Concern,

I wanted to let you know that I have accepted another opportunity and will be leaving my position at **[Company]** as of **[Date].**  
  
Working at **[Company]** has taught me a lot about **[Scope Of Work]**, much of which I will take with me into my next role, and I am grateful for this experience.  
  
The **[Department]** team has been very understanding, and I will continue to clearly communicate closing tasks in order to tie up loose ends prior to my departure.

Thank you for providing me with such valuable experience at **[Company]**.  
  
Wishing you all the best in your endeavors!  
  
Thanks again!

**[Name]**