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 know, my time with **[Company]** is coming to an end.

It’s been a great pleasure working with each of you, and the thought of leaving is very bittersweet. As much as I’m excited about where this move takes me, I will genuinely miss working with each of you.

Thank you for your continuous support, and please do keep in touch.

I know you will continue doing great things at work and in life, and I’m excited about where the future takes you.

If there’s anything I can still do for you, don’t hesitate to contact me.

With gratitude

**[Name]**