8 Apr 2019

Hello Everyone,

As most of you know, today is my last day with [COMPANY]. It is with a heavy heart that I must say goodbye to all of my friends and colleagues here, many of whom I have seen on a daily basis for over a decade. I would like to take this opportunity to thank everyone for the support I received here at [COMPANY] and to let you all know that I have appreciated the friendly atmosphere in which I have worked.

I would also like to thank the Social Committee for organizing such a brilliant going away party for me yesterday evening. I had no idea that they were planning something for me, and seeing so many of you come out to wish me well will be a memory that I treasure forever.

Tomorrow morning I will wake up as a full time stay at home mother to my beautiful daughter Poppy, and while I am excited for this future I will never forget the career that I enjoyed at [COMPANY]. Thank you all for making it possible for me to say that.

Best Wishes,

Jane Marshall