To: name@email.com
From: name@email.com

Subject: Thank You, Letter For Farewell Party.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I want to inform everyone that is this is my last day of work at Australian Fashion & Design Inc. As what I mentioned to all of you last week, I got hired from another company, and I will be starting to do my job there by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date). I made this letter to thank all of you for the entire support and love that all of you have given me.

I enjoyed every single moment of my work here with you. All of you are great and helped me a lot. I will all miss you and always remember that no other colleague will be able to replace you all.

All of you people can e-mail me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mention email address) and if you want to talk to me and ask for an advice to your problems or any assistance, feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (contact number).

Thank you,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your name)