To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date on which letter is written)

From,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (address the senior and the whole group of colleagues)

I humbly thank you all for such a lovely farewell party. Leaving you all is very difficult for me as well but the life should keep on moving. It was a great experience working with you all. Thanks for all the moral support you all have given me.

I would be leaving on \_\_\_\_\_\_\_\_\_\_\_\_\_ (mention date) and would like to hand over my responsibilities to the concerned person. Moments spent with you all will always hold a special place in my heart.

Once again, thanks for such a lovely farewell party.

Yours truly,

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

(Name and designation)