Sample Farewell Letter to Colleagues

Dear Colleagues,

It is with regret that I write this letter to inform you of my decision to resign

from [Company Name] effective March 8, 2013.

It has been a pleasure working with all of you as we navigated both the good

times and the more challenging times. I especially appreciate all the people

who took the time to answer my questions, explain corporate policies and

procedures, and train me to perform new assignments.

Although I am excited at the prospect of moving on to a new job with new

responsibilities, I doubt very much that I will ever find another team as caring

and cohesive as this one.

I extend my best wishes to all of you and to the [Company Name]. If you wish

to stay in touch with me, you can reach me at my personal e-mail at [E-mail

Address]

Best,

[Signature]

[Your Nam

Farewell email sample

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

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

Dear colleagues,

As you people know that our office will be closing very soon. I just wanted to say you all thanks for your support, hard work and coordination for building up this company and making it a success. I also wanted to say farewell by letting you know that I have enjoyed a lot working with you all. I have really enjoyed the valuable time in \_\_\_\_\_\_\_\_\_ (name of company) and spending great times with everybody. I also appreciate for having the chance to work with all of you. I am honored for having such good staff as well as friendly and supportive colleagues.

Thank you for all your support these years. Wish you all best of luck and a great future ahead.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_ (Name of writer)