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

Sample Goodbye letter to colleagues and boss after resignation

As you might already know, today is my last working day as the Regional Head at XYZ Ltd. With this letter, I'd like to convey my gratitude towards the support and guidance I've been receiving throughout tenure in the organization.

Before I leave, I want to tell you that these 6 years of working with you has bestowed me with a great learning and exposure to the industry and the way it actually works. At this point in time, I go back to my initial days of. Work at XYZ Ltd. when you came in, shook hands and welcomed me to be a part of your team. Since then, there was no looking back. I've always admired your management techniques and the way you priorities things so flawlessly, not only at work but in your personal life as well. I only wish I could bring in the same perfection and expertise, wherever I am.

You'll always remain my mentor, my guidance and I'd always look forward to your advice and support in the days to come. Please feel free to reach me at my personal e-mail I'd

(robinbosco@gmail.com).

Best wishes.