Farewell email sample

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Dear [Name of Recipient]:

As of [Date], I will no longer be working as [Position] in [Company Name].

While I am excited about the opportunities that await me in the future, it is with sadness

that I say good-bye. My time here has been marked by both challenges and triumphs, and

I will cherish the many friendships I have made along the way. I will always be grateful

for the opportunity I had to work with you and learn from you. It is my hope that our

paths will cross again in the future.

Again, I thank you for the many positive memories I have from our work together.

Sincerely,

[Your Name]