Farewell email

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**  
  
Dear [wonderful colleagues, valued coworkers, other greeting],  
  
After [number of] enjoyable years at [company name], I will be retiring on [date]. Before my departure, I want to share my heartfelt thanks to each of you for helping to create the good memories I will take with me into my retired years.  
  
Prior to my retirement, please feel welcome to reach out with any questions or concerns and I will be happy to help with the transition in any way I can.  
  
[Name of replacement] has been training to take over my position and will formally assume my responsibilities on [date]. Here is [his/her] contact phone number [insert number here] and email address [insert email here]. He/she is looking forward to working with each of you in the near future!  
  
Post-retirement, I/we plan to [insert small blurb about an upcoming trip, seeing grandkids, moving, etc.]. As you can imagine, I am/we are looking forward to this very much!   
  
[If desired] It is my hope that our paths may cross again in the future. You can reach me at [insert phone number here] and/or [insert email address here].  
  
With gratitude and appreciation,  
  
[Your signature]  
[Your printed name]