Farewell email sample

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

**Date**

Dear **Name:**

I want you to know that we are very excited about your achievement and know that you really have persevered to earn it. I would like nothing better than to have you return to Springfield to work with us in completing our product. Please keep us informed of your progress.

I was surprised to learn you were leaving. The animation department will not be the same without you. It is with mixed feelings when I learned of your leaving. Your optimistic outlook and abundance of vigor have helped make our workplace a pleasant place to labor. Your positive contributions to the dynamics of this department will be greatly missed. You definitely are worthy of the new position.

Best regards,

**Your Name**