Farewell email

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Hello everybody,

It is been two years working, learning and sharing important experiences with you. Now I would like to let you know that I have accepted a position for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I will be leaving on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I thank you all for your friendship and support during this time and I wish you the very best for the future.

You can always reach me at my email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@hotmail.com or at my mobile phone number: 51-982-77-7768.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_