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

Farewell email

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Things have been happening so quickly that I barely have time to inform all of you of my resignation. I have had little free time to go around informing you personally of my leaving this company with the many projects I had on hand.

Before I know it, it is my last day today just as I have cleared all my responsibilities as of yesterday. Hence, please forgive me if you have not been informed of my leaving. But I do value each of you for I have seen you work and know that you are good workers.

If you have the time, do call me out for lunch or meet up for a chat. I would love to hear from you. I wish you the best in your future undertakings.

Sincerely,

Justin