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 sample

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

*Dear All,  
  
As most of you are aware, I am moving to Florida due to certain personal reasons. Tomorrow will be my last day at work, and so I take this opportunity to bid you all farewell.  
  
During the last four years that I have worked here, I have learned a lot from you all. It was because of your constant support and encouragement that I was able to perform my duties so well. In my position as a Deputy Manager, I have gained considerable knowledge and thus I shall always cherish this, as one of the most satisfying phases in my career.  
  
On a personal level, I have shared a special bond with all of you and I shall take away with me, special memories of our time together. I would be delighted if any of you choose to visit me in Florida, and if there is anything I can do for you, please do let me know.  
  
I will inform you of my new address and telephone numbers as soon as I get settled in the new place. I wish each one of you, the very best in all your future endeavors, both professional and personal.  
  
Sincerely,  
-s/d  
David Cook*