Farewell email

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Dear Julia,

I would like you to know that I have resigned my position as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ since I am accepting an offer at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you for everything and I hope we can keep in touch. My phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and my email address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The effective day of my resignation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, so I hope we can have a coffee before then.

Sincerely,

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