Dear {Recipient},

Farewell!

All right, maybe we shouldn’t be quite so formal. But it does feel a little bit

dramatic, doesn’t it, getting this {letter/card} from all of us Sort of like you’re

standing on the deck of a ship, waving to a crowd that’s screaming, “bon

voyage!” over the sound of a loud horn.

Or maybe you just think it looks like a {letter/card} signed by all of us. The point

is, we’re writing because we’ll miss you and we want to make sure you never

forget it. Working with you for the past {length of time} has been great, and it’s a

shame that all good things must come to an end. We’ll have to go on and do {an

upcoming project} without you, even though we all know that your work on {a

past project} is the reason we still have jobs.

We know you’re going to be amazing at {the new company, being a parent,

etc.}, so we’ll try not to be too sad that it means you’re leaving us behind.

Please keep in touch!

Good luck,

{Senders

Dear {Recipient},

Farewell!

All right, maybe we shouldn’t be quite so formal. But it does feel a little bit

dramatic, doesn’t it, getting this {letter/card} from all of us Sort of like you’re

standing on the deck of a ship, waving to a crowd that’s screaming, “bon

voyage!” over the sound of a loud horn.

Or maybe you just think it looks like a {letter/card} signed by all of us. The point

is, we’re writing because we’ll miss you and we want to make sure you never

forget it. Working with you for the past {length of time} has been great, and it’s a

shame that all good things must come to an end. We’ll have to go on and do {an

upcoming project} without you, even though we all know that your work on {a

past project} is the reason we still have jobs.

We know you’re going to be amazing at {the new company, being a parent,

etc.}, so we’ll try not to be too sad that it means you’re leaving us behind.

Please keep in touch!

Good luck,

{Senders

Dear {Recipient},

Farewell!

All right, maybe we shouldn’t be quite so formal. But it does feel a little bit

dramatic, doesn’t it, getting this {letter/card} from all of us Sort of like you’re

standing on the deck of a ship, waving to a crowd that’s screaming, “bon

voyage!” over the sound of a loud horn.

Or maybe you just think it looks like a {letter/card} signed by all of us. The point

is, we’re writing because we’ll miss you and we want to make sure you never

forget it. Working with you for the past {length of time} has been great, and it’s a

shame that all good things must come to an end. We’ll have to go on and do {an

upcoming project} without you, even though we all know that your work on {a

past project} is the reason we still have jobs.

We know you’re going to be amazing at {the new company, being a parent,

etc.}, so we’ll try not to be too sad that it means you’re leaving us behind.

Please keep in touch!

Good luck,

{Senders

Farewell email

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Date:

Dear (Put the recipient’s name and title i.e. Mrs., Miss, Mr., etc. or address generally)

You must have already heard the news, but I want to personally let you know that I am leaving my position at (state designation and name of company). I had the honour to work under you and (state other names), and I will always remember the fun we had and the hard work we put in the (name any specific project you enjoyed working together) deal.

I would be glad if you could take out time and provide any advice regarding my new stint as (position) at (name of new company). I shall look forward to it.

Please keep in touch, I can be reached at this number (phone number) and this is my personal mail id (e-mail id).

With regards and best wishes,

Yours sincerely,

Name