Farewell email to co worker

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject** Dear friends and colleagues,

Many of you will already be aware that I will be leaving you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for pastures new and to take up a position with (new company name).

The decision to accept a career change has been made after much consideration and has been one of mixed emotions so I would like to thank the many people who have helped and supported me in this.

I am of course excited about my new venture but feel genuinely sad to be leaving you all. Over the many years I have been a part of this company I have had many memorable and enjoyable times.

Thanks to all of you who have supported, guided and encouraged me over the years and for the many good wishes I have received from you all since the decision to leave has been made.

I would like to keep in touch with you so please feel free to email me on (email address) to keep me up to date on all of your news.

Again, heartfelt  thanks to all of you and good luck for the future.

Regards  
(insert name)