Farewell email

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Date: \_\_\_\_\_\_\_\_\_\_

Subject:  (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Dear Sir/madam,

I would like to draw your kind attention that I am leaving this organization due to (\_\_\_\_\_\_\_\_ mention the reason\_\_\_\_\_\_\_\_\_\_\_) as I notified earlier. Hence I am saying farewell with a heavy heart and I will miss this organization a lot. It was a pleasure working with you all. This organization has provided me a lot and what I am today that are only because of this organization. It was (\_\_\_\_\_\_\_\_\_\_ share your feeling\_\_\_\_\_\_\_\_\_\_) working with you people and I hope this farewell is not the ultimate goodbye to wish and hope to see you people around.

Thanking you.

Yours sincerely,

(\_\_name\_\_)