Farewell email

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Dear colleagues,

…(start by bidding farewell to your colleagues and mention post held and total years of service in the organization).

I thank my colleagues, younger and older for teaching me valuable lessons of life…. I also thank my seniors for their guidance and support which helped me achieve success in my professional and personal life.

..I will cherish these years forever…. (apologize for unknowingly hurting anyone)

I am taking along strong bonds of friendship…. wishing the organization and all my colleagues goodbye and the very best for the future.

Kindest Regards  
\_\_\_\_\_\_\_\_\_\_ (your name)