Sample Farewell Letter to Colleagues

Dear Colleagues,

It is with regret that I write this letter to inform you of my decision to resign

from [Company Name] effective March 8, 2013.

It has been a pleasure working with all of you as we navigated both the good

times and the more challenging times. I especially appreciate all the people

who took the time to answer my questions, explain corporate policies and

procedures, and train me to perform new assignments.

Although I am excited at the prospect of moving on to a new job with new

responsibilities, I doubt very much that I will ever find another team as caring

and cohesive as this one.

I extend my best wishes to all of you and to the [Company Name]. If you wish

to stay in touch with me, you can reach me at my personal e-mail at [E-mail

Address]

Best,

[Signature]

[Your Nam

Farewell email to a friend sample

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Jean Augustine,

No. 4 Baker Street,

London

Dear Jean,

How are you doing? I am doing fine. As you must be knowing that my father expired and I had to leave my studies in between and go back to my mom to carry on with our family business. My mom hasn’t still gotten over what has happened. My grand mother is inconsolable for her one and only son’s death. In these circumstances, it is not possible for me to continue with my studies and I even don’t have sufficient funds to support. My family is broken now. And therefore I had to take this decision to indulge in our family business.

My family needs me and I have to support them morally and financially now. I hope you will understand my situation. I am so sorry to have missed the camaraderie of such a great pal like you. You have always been there for me and I hope you will continue to be with me, in my heart. I will surely miss you.

Yours truly,

Florence