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 sample

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

*Hi All,  
  
As many of you know, today is my last working day at ABC Corporation. I will be starting work at my new position in XYZ Company next month.  
  
Before leaving, I just wanted to say that I have enjoyed my time here and will miss the team. I appreciate all the support, insights, and help you have provided me over the past 2 years, and want to thank you for it.  
  
If you need to get in touch with me, I can be reached at my personal email address (gerrymaguire@email.com), or at home, 555-767-1234. Do keep in touch!  
  
Thanks for everything.  
  
Sincerely,  
-s/d  
Gerry*