Farewell email sample

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Dear All,

After spending five fruitful years in New Dawn Corp, I am bidding farewell to this company next week to pursue other career opportunities. As today is my last working day, I would like to take a moment and remember and share our times together.

Being my first job, every moment I spent here has always been a learning experience for me. My seniors were patient and helped me learn every nuance of the job. I will always remain indebted to them. My dear team members who made working in this place enjoyable and refreshing, will always be missed.

Once again, I want to thank you all, for your support and encouragement and wish you the very best for your future endeavours.

You can be in touch with me by:

Email – sharon@gmail.com

Or call me at 9875749430

With best regards,

Sharon