Farewell email

**To:**

**Cc:**

**Bcc:**

**Subject:**

**Message Subject**

Dear Friends:   
  
As a number of you already know I have recently accepted a position with another company and will be leaving at the end of this week. Please consider this to be my sincere goodbye to each and every one of you.   
  
I want you all to know that I am truly leaving here with mixed feelings; happy about my new career opportunity, but sad to be leaving such a great company where I have so many wonderful friends and colleagues. The last three years as a member of the SysTek team was the best period of my career so far. I learned a great deal and worked with many people with whom I am sure I will remain friends for a long time. I can only wish that my new job will give me such rewarding experiences and supportive friends.   
  
Thank you so much for making my time at SysTek a truly enjoyable one. I invite any of you who would like to keep in touch, to speak to me before I leave on Friday and I will be happy to give you my new phone and e-mail co-ordinates.   
  
My very best wishes for the future go out to each and every one of you.   
  
Yours sincerely, 

Jason Hurley